

There are multiple ways to obtain college credit for learning that is attained outside the sponsorship of legally authorized and accredited higher education institutions. Upon request, Anoka Technical College may assess students' learning through examinations, performance or product evaluation, and review of experiential portfolios and nonacademic credentials.

Eligibility: Students must be enrolled at Anoka Technical College to be eligible. Students are unable to receive this assessment if they have previously taken the course or are currently enrolled in it. The assessment must be completed **prior to or within the first five days of the semester** in which the student receives the credit.

Cost: The evaluation is \$75.00 per credit, and this is a non-refundable fee paid prior to the assessment.

Process: The student is responsible for contacting an instructor to perform the assessment. If the instructor agrees to the evaluation, the student pays for the assessment at the Bookstore. The student brings the form along with the paid indicator to the instructor, who performs the assessment and issues a grade of "S" (Satisfactory) or "U" (Unsatisfactory). The instructor routes the form to Academic Affairs for approval. Academic Affairs routes the form to the Records Office for recording successful assessments on the student's transcript and Degree Audit Report (DARS).

Credit by Examination

1. A student may obtain college credit by completing an examination of the curriculum with faculty approval. The examination will be administered by the instructor and reflect the content of the course as identified in the course outline.
2. Students who are able to demonstrate proficiency in the content of a college course may receive college credit for the course.
3. The credits and grade are not included in the grade point average (GPA) calculation.

Assessment of Prior Learning

1. To receive credit for prior learning, students must document what they have learned. Students should provide enough information so the learning can be assessed accurately.
2. Students must write a short paper that describes in detail the learning, including where and how the student learned the material. Students should describe how they have used or are using that learning. Students may include specific equipment or machines used and the length of time spent on each piece.
3. Students may identify books read, videos watched, or seminars/conferences/workshops attended.
4. Letters from past or current supervisors or colleagues to verify job responsibilities are also acceptable documentation.
5. Students may be asked to demonstrate a skill to the instructor.

PRIOR LEARNING ASSESSMENT FORM



STEP 1 – Student arranges for an instructor to administer the credit by examination or prior learning assessment

The instructor completes the following information before the student pays for the assessment at the Bookstore.

Course Subject and Number: _____ (i.e. ENGL 1105)

Course Name: _____

Number of Credits: _____

Instructor Responsible for Test Out: _____

Instructor Signature: _____ Date: _____

Is the student currently registered for this course? _____ No _____ Yes (If Yes, ineligible)

STEP 2 – Student completes this section

Last Name: _____ First Name: _____

Tech/Star ID: _____ Today's Date: _____

Have you previously enrolled in this course? _____ No _____ Yes (If Yes, ineligible)

Are you currently enrolled in this course? _____ No _____ Yes (If Yes, ineligible)

STEP 3 – Student pays for the assessment at the Bookstore. Bookstore indicates it is paid.

Number of Credits _____ Amount Paid _____ Initials _____ Date _____

STEP 4 – Evaluation by instructor

Evaluation Date: _____ Evaluator's Name: _____

Course #	Course Name	(Satisfactory/Unsat.)	Evaluator's Initials
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Cost Center _____ Lecture Credits _____ Lab Credits _____

STEP 5 – Faculty brings completed form to Academic Affairs

Dean's Signature: _____ Date: _____

(Signature approves payment to instructor)

Date entered into FWM: _____ By: _____

STEP 6 – Academic Affairs forwards to Records Office for DARS and ISRS entry and scanning to student record

Date entered into DARS/ISRS _____ By: _____

This information is available in alternative formats to individuals with disabilities by calling (763) 576-7700. TTY users can call Minnesota Relay at (800) 627-3529.