



Credit for Prior Learning Assessment

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 "P" (Pass) or "F" (Fail). The instructor routes the form to Academic Affairs for faculty payment and course set up. Academic Affairs routes the form to the Records Office for recording successful assessments on the student's transcript.

Credit by Examination

1. A student may obtain college credit by completing an examination of the curriculum with instructor 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 the course may receive college credit for the course.
3. The credits and the grade are not included in the grade point average (GPA) calculation.

Assessment of Prior Learning

1. To receive credit for prior learning, students must demonstrate proficiency in the learning outcomes for the course. 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.



Credit for Prior Learning Assessment

STEP 1 – Student arranges for an instructor to administer the credit by examination or prior learning assessment. Instructor completes this section prior to assessment and gives to student.

Course (ex. ENGL1105): _____ Course Title: _____

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.

Name: _____ Student/Star ID #: _____

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 completes this section and returns to student.

Number of Credits: _____ Amount Paid: _____ Initials: _____ Date: _____

STEP 4 – Student provides form to Instructor for evaluation. Instructor completes this section and provides to Academic Affairs.

Evaluation Date: _____ Assessment Results: Pass (credit earned) Fail (no credit earned)

Cost Center: _____ Lecture Credits: _____ Lab Credits: _____

STEP 5 – Academic Affairs completes this section for scheduling/instructor payment and provides to Records Office.

Academic Dean's Signature: _____ Date: _____

Scheduler: Date entered into FWM: _____ By: _____ Course ID #: _____

STEP 6 – Records Office completes this section for registration, grade entry and scanning.

Registered Student: _____ Entered Grade: _____

FA0207UG with N after Aid and Pell elig; Add comment "Credit for Prior Learning:" _____

By: _____ Date: _____