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. The instructor performs the assessment and will issue a grade of "S", which is equivalent to a "C" if the student successfully passed. The assessment will not replace a previous failing grade in the course. Students and instructors must complete the appropriate sections of the "Prior Learning Assessment Form."

Students will be notified in writing after the assessment. Successful assessments will be recorded 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

ANOKA TECHNICAL COLLEGE

STEP 1 - ARRANGE WITH AN INSTRUCTOR TO ADMINISTER THE CREDIT BY EXAMINATION OR PRIOR LEARNING ASSESSMENT.

The instructor must complete the following information before the student pays for the assessment at the Business Office.

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 INFORMATION

Last Name: _____First Name: _____

Tech 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 – BUSINESS OFFICE (Receipt must be attached to form once payment is received from student)

Number of Credits_____Amount Paid _____Initials _____Date_____

STEP 4 – EVALUATOR (Faculty complete this section and then forward two copies to Records Office and one copy to the Academic Dean.)

Evaluation Date: _____Evaluator's Name: _____

Course #	Course Name	(Satisfactory/Unsat.)	Evaluator's Initials
_____	_____	_____	_____
_____	_____	_____	_____

Cost Center _____Lecture Credits _____ Lab Credits _____

_____ _____

Dean's Signature (signature approves payment to instructor) Date

STEP 5 – RECORDS OFFICE

Date entered into DARS/ISRS _____ By: _____

Copies to: Student Student's file Instructor Academic Dean Human Res.

This information is available in alternative formats to individuals with disabilities by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529.

REVISED 10/08/08