

Credit for Prior Learning Internal Assessment Form



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 exam, performance or product evaluation, and/or review of experiential portfolios and nonacademic credentials.

Eligibility: Students must be admitted to a declared major 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.

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 request a for Credit for Prior Learning assessment. If the instructor agrees to the assessment, they complete section 1 of this form and provide it to the student. The student provides the form to the Bookstore and pays the evaluation fee. Upon receipt of payment, the Bookstore signs section 2 and returns the form to the student. The student provides the form to the instructor, who performs the assessment and issues a grade of P (Pass) or NC (No Credit) (section 3). The instructor provides the form to Academic Affairs for instructor payment and course set up (section 4). Academic Affairs provides the form to the Records Office to register the student and transcript the grade (section 5).

Credit by Exam

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.

Prior Learning Portfolio Assessment

1. A student may obtain college credit by assembling a portfolio demonstrating proficiency in the learning outcomes for the course, with instructor approval. 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.

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STEP 1 – Student arranges for an instructor to administer CPL assessment. Instructor completes this section prior to the evaluation and gives to the student.

Student Name: _____ Student/Star ID #: _____

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

Instructor responsible for assessment: _____

Instructor Signature: _____ Date: _____

Has the student previously enrolled in this course? No Yes (If yes, ineligible)

Is the student currently enrolled in this this course? No Yes (If yes, ineligible)

STEP 2 – Student pays for the assessment at the Bookstore. The Bookstore completes this section and returns to the student.

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

STEP 3 – Student provides form to the instructor for evaluation. Instructor completes this section and provides to Academic Affairs.

Evaluation Date: _____ Assessment Results: P (Pass) NC (No Credit)

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

STEP 4 – Academic Affairs completes this section for scheduling/instructor payment and provides to Records Office.

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

STEP 5 – Records Office completes this section for registration, grade entry, and scanning.

Processed by: _____ Date: _____