



Prior Learning Experience Credit Form

Prior Learning Experience Policy: Students may make application to use prior experiential learning for transfer toward course credits. The learning may result from a variety of experiences: college classroom, work experience, internships, library, life experience. These experiences must be: a) recent and relevant, b) of sufficient length with verified satisfactory performance, and c) have occurred after graduation from high school. Please contact Student Services if you wish to obtain further details. A nonrefundable fee will be charged for each credit.

For assistance in preparing this request, please see: Kelli Kienitz, Registrar 320-222-5215 kelli.kienitz@ridgewater.edu

Student Name _____ Student ID or SSN _____

Address _____ Phone _____

Course to be considered for Prior Learning Credit:

Course Discipline/Number _____ Course Title _____ Credits _____

Portfolio Preparation

It is the applicant's/student's responsibility to develop all documents to be considered. The assessment of prior learning experiences will be based on the documentation presented. Types of documentation that may be included are:

- 1. A descriptive summary of the prior learning experiences to be considered.
2. Demonstration of learning in the subject area.
3. Syllabi of courses(s) being considered with documentation of how goals have been met by the applicant/student.
4. Statements from former employers to include description of duties performed and an evaluation by a supervisor (and/or) support documentation describing prior learning experiences.

Successful Evaluation

In my professional judgment, the following course has been demonstrated/documented, and hence recommend that the credit be granted.

Course Discipline/Number _____ Course Title _____ Credits _____

Fee * \$ _____

Faculty Signature _____ Date _____

Unsuccessful Evaluation

The student did not successfully meet the course standards.

Faculty Signature _____ Date _____

*The fee for transfer courses is \$25 per credit. The fee for technical courses is \$25 per lecture credit and \$50 per lab credit.

Vice President of Student Success Signature: _____ Date _____

The fee of \$ _____ was received by _____ Date _____