



Course Substitution and Prior Learning Application for Non-Traditional credit

Student Name _____ SID _____ Phone _____

Address _____ Program Name _____

Overview of Prior Learning Credit Guidelines

- The residency policy requires all students to earn a minimum of 30 credits toward their degree at Bates Technical College
- Credits awarded at Bates for non-traditional learning may not be transferable to other institutions
- No partial credits shall be awarded
- Students may not apply for non-traditional learning credit for courses they have failed
- All fees must be paid in full before non-traditional credits will be transcribed at Bates Technical College
- Financial Aid does not cover non-traditional learning fees.

Non-Traditional Credits				
<i>Note: Total Non-Traditional credits (except EIL) cannot comprise more than 25% of total program credits.</i>				
Credit Type	Type	Description	Required Documentation	Fee
Industry Certification	IC	Credit from <u>certification obtained</u> outside of the college that fulfill learning outcomes of a required course	Proof of current certification	\$28 per credit
Occupational crosswalk	OC	Credit from competencies obtained from <u>experience in industry</u> (paid or volunteer) that fulfill the learning outcomes of a required course	Letter from employer that indicates student has been in industry fulltime for two out of the last three years.	\$28 per credit
Course challenge	CC	Credit from prior <u>experiential learning</u>	Demonstrated competency can be documented in many ways at the discretion of program faculty. <i>Examples: portfolio, skills assessment, writing samples, etc.</i>	\$28 per credit <i>*Skills assessments may require additional fees</i>
Extra Institutional Learning	EIL	Credit from certification obtained from an <u>industry recognized partner organization</u> (<i>requires faculty approval</i>)	Proof of current certification	\$28 per credit

Directions:

1. Student presents the required documentation to program faculty
2. Faculty completes the table below and sends the form with attached documentation to the Transcript Evaluator at registration@batestech.edu.
3. Transcript Evaluator will review Faculty transfer recommendations and notify student of outcome
4. Student will pay the appropriate fee and then Transcript Evaluator will process the transcriptions

Credit Type	Item #	Current Required Bates Course	Credits	Requested Course for Transfer	Credits	Faculty Initials

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