



**Prior Learning Application for Non-Traditional credit**

Student Name \_\_\_\_\_ ctclink ID \_\_\_\_\_

Program Name \_\_\_\_\_ Phone \_\_\_\_\_

**Overview of Prior Learning Credit Guidelines**

- The residency policy requires all students to earn a minimum of 20 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.

<b>Non-Traditional Credits</b>				
<i>Note: Total Non-Traditional credits (except EIL) cannot comprise more than 25% of total program credits.</i>				
<b>Credit Type</b>	<b>Type</b>	<b>Description</b>	<b>Required Documentation</b>	<b>Fee</b>
Industry Certification	IC	Credit from <u>certification</u> obtained 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</u> organization ( <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
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

<b>Credit Type</b>	<b>Current Required Bates Course</b>	<b>Credits</b>	<b>Requested Course for Transfer</b>	<b>Credits</b>

**\*Use second page for additional courses**

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Student Signature

