

TABOR COLLEGE PRIOR LEARNING CREDIT POLICY

Credit Categories Generally speaking, credit for prior experiential learning will be considered for any of the following categories:

1. Life or work-related experiences.
2. Service or missions experiences sponsored by non-collegiate agencies (e.g., DOOR, MCC, MBMSI, etc.)
3. Non-collegiate sponsored course work completed (e.g., business, military, or governmental programs of study)
4. Satisfactory performance on standardized examinations

Standards of Acceptability Credit will be granted for prior experiential learning only to the extent that the following criteria are met:

1. Experiences for which credit is requested are consistent with the college's mission.
2. The subject area is one in which the college has an existing curriculum or can be evaluated by a qualified expert in the subject.
3. Credit should be awarded for **learning**, and **not merely for experience**.
4. College credit should be awarded only for college-level learning.
5. Credit should be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
6. Credit should not be granted for learning which would duplicate credit already earned through previous course work.

Procedural Guidelines

1. The student pays the nonrefundable portfolio assessment fee (as listed in the current Registration Guide) in the Business Office and is given a Petition for Credit by Experiential Learning form.
2. The student will submit to the Registrar a portfolio of information which includes a Petition for Academic Credit and a Life-Learning Paper (LLP) which follows the Kolb Model of Experiential Learning. Departmental guidelines are also available in many cases to assist with the compilation of the portfolio.

Documentation will be required in all cases. For work experiences, this includes a concise job description and a statement of the nature of the work performed; a statement of the prerequisite knowledge and skills; and a performance evaluation from an appropriate superior. For non-collegiate sponsored coursework, it includes a clear and complete course description, stating the expected outcomes of the course; a statement of the evaluation method used; interpretive guidelines for assessing the score; and a statement of what the test was/is intended to measure.

3. The Registrar will forward the portfolio, along with the Evaluator Checklist/Comments and Payroll Transmittal Form, to the appropriate faculty who will evaluate the portfolio with the following options:
1) No credit 2) Return paper for a rewrite at no additional charge; or 3) Grant full or partial credit.
4. After evaluation, the faculty member will return the following items to the Registrar: a) Evaluator Checklist/Comments (comments for the student), b) Petition for Academic Credit (the official record for the student's permanent file) and c) Payroll Transmittal Form.
5. The Registrar's Office will send a copy of the Petition for Academic Credit and the Evaluator Checklist/Comments to the student which informs them of the evaluator's decision. No additional payment is required from the student.
6. Credit will be given at the time the portfolio assessment is finished. Such credit is NOT considered as "registered hours" for that semester, and therefore cannot be counted toward full-time enrollment. The credit will be recorded on the transcript in the term the credit is awarded. It will be recorded with a departmental rubric and course number and title 222/422 Experiential Learning and identified as "Credit by Portfolio Assessment."
7. All documentation submitted will become a permanent part of the student's official file, in the Registrar's Office.
8. The maximum number of credit hours allowable for experiential learning is 30 credit hours.