Prior Learning Application for Non-Traditional credit

Student Name _____ ctcLink ID _____

Program Name _____ Instructor _____

Student Email Address _____ 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.

Types of Non-Traditional Credits

Note: Total Non-Traditional credits (except EIL) cannot comprise more than 25% of total program credits.

Credit Type	Type	Description	Required Documentation	Fee
Industry Certification	IC	Credit from certification obtained outside of the college that fulfill learning outcomes of a required course	Proof of current certification	**$40 per credit**
Occupational crosswalk	OC	Credit from competencies obtained from experience in industry (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.	**$40 per credit**
Course challenge	CC	Credit from prior experiential learning	Demonstrated competency can be documented in many ways at the discretion of program faculty. Examples: *portfolio, skills assessment, writing samples, etc.*	**$40 per credit** **Skills assessments may require additional fees*
Extra Institutional Learning	EIL	Credit from certification obtained from an industry recognized partner organization (*requires faculty approval*)	Proof of current certification	**$40 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

Credit Type	Current Required Bates Course	Credits	Requested Course for Transfer	Credits

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

_____ _____

Faculty Signature **Student Signature**

Credit Type	Current Required Bates Course	Credits	Requested Course for Transfer	Credits

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