

# STUDENT INSTRUCTIONS FOR PRIOR LEARNING CREDITS

The following checklist is designed to assist you in completing the application to demonstrate that the prior learning you accomplished is equivalent to college level learning for credits.

- Complete the application for Prior Learning
- Review the current Aquinas College Academic Catalog and determine what course most closely aligns with your previous learning. Please keep in mind that the prior learning must represent college-level achievement and competency of learning outcomes that are equitable to those assessed with a conventional college-level course
- Obtain a current copy of the syllabus for the course from the Department Chair or Provost's Office
- Review the student learning outcomes/objectives and create a plan on how you will demonstrate learning in these areas
- Schedule an appointment with the Department Chair to determine what evidence may be necessary to include in a portfolio (aside from those required)
- Create a portfolio
- Schedule an appointment to present your portfolio to the Department Chair and a faculty/staff designee of the Chair's choosing. Please be prepared to answer questions regarding the information presented.
- The Department Chair and designee will notify the student within 2 weeks of the portfolio presentation whether the application for Prior Learning was approved or denied and the reasons for that decision.
- The student has 30 days from that decision to write an appeal to the Dean of the Department or Provost, as appropriate.

## REQUIRED ITEMS FOR PORTFOLIO:

1. Resume
2. Official transcript
3. Course syllabus
4. Learning narrative
5. Each Student Learning Objective (SLO) should be addressed via a written summary and any necessary documentation/evidence
6. A written plan of action if there has been an objective that has not been addressed
7. Two references

## EXAMPLES OF DOCUMENTATION OF LEARNING EXPERIENCE:

1. Letters
2. Awards and honors
3. Performance appraisals
4. Book reviews
5. Samples of work (proposals, artwork, powerpoint, videos, business plans, presentations, publications)
6. Certifications
7. Workshops/conferences attended (dates attended, location, name of event, sponsoring organization)
8. Research
9. Job descriptions

10. Photos
11. Lab notebooks and qualifications
12. Standard operating procedures (either followed or created) for lab processes

**REASONS THAT A PRIOR LEARNING APPLICATION MAY BE DENIED:**

1. Narrative and/or summaries are poorly written or lack detail
2. Documentation is not adequate
3. Knowledge is not clearly related to student learning objectives
4. Not all student learning outcomes have been addressed

If there are any general questions regarding the process, please feel free to contact the Registrar and Advising Center at (616) 632-2871 or [registrar@aquinas.edu](mailto:registrar@aquinas.edu).

# PRIOR LEARNING APPLICATION

Continuing Education students have the opportunity to demonstrate competency and prior college-level learning for credits. The American Council for Education defines prior learning as academic credit granted for demonstrated college level equivalencies gained through learning experiences outside of the college classroom. These credits may be used to: waive course prerequisites; meet general education requirements; meet major/minor requirements; meet elective credit requirements or general credits towards those needed for graduation. These credits may not be used to meet residency requirements for a major, minor, or a degree. The maximum prior learning credits allowed per student is 12 semester hours.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
STUDENT ID#

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
AQUINAS EMAIL

\_\_\_\_\_  
COURSE NUMBER

\_\_\_\_\_  
COURSE TITLE

\*\*A \$50.00 processing fee will be assessed, whether the application is approved or denied. If approval for credit is awarded, an additional charge of \$100.00 per credit hour will be due prior to the credits being added to your transcript.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FOR CHAIRPERSON/DEAN ONLY

Prior Learning credit is APPROVED/DENIED (circle one) for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Credit Hours Received: \_\_\_\_\_. If credit awarded a "CR" grade will appear on the transcript. This grade is not computed into the GPA.

\_\_\_\_\_  
Department Chair/Dean

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
FOR OFFICE USE ONLY

\_\_\_\_\_  
\$50.00 PROCESSING FEE PAID/INITIALS/DATE

\_\_\_\_\_  
CREDIT HOUR FEE PAID/INITIALS/DATE