
	Title: Prior Learning Experience Credit Procedure	Procedure # PRO- 310 Revision #
Prepared By: Patricia Cueva	Preparer's Name/Title: Patricia Cueva, Registrar	Date Prepared: 9/23/2014
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Approved By:	College President's Signature 	Date Approved: 10/8/2014

### 310.1 PURPOSE

Prior Learning Experience (PLE) credits may be awarded for life and job experiences that are comparable to NWIC courses. Experiences may include job activities, volunteer work, workshops, seminars, creative writing, cultural activities, travel, artwork and independent research. Credit for prior learning may be awarded to students who have acquired learning outside the traditional college classroom.

### 310.2 BACKGROUND

This procedure related to prior learning is the result of a recommendation received during the 2014 accreditation process in Standard 2. The policy is currently reflected in the catalog and adheres to the guidelines in the standard. The procedure was reexamined to include a specific procedure regarding transcript documentation.

### 310.3 RESPONSIBILITY

It is the responsibility of the Registrar and Enrollment Services staff to ensure the policy and procedures are followed in relation to awarding and transcribing PLE credits.

### 310.4 PROCEDURE

A student registers for HMDV 120 (an optional course) and HMDV 121 (a required course). Regular tuition and fees apply. The completed portfolio is given to the appropriate instructors to determine if the credits will be awarded.

Students must register for the credits they are requesting to receive through the prior learning experience. The number of PLE credits a student may obtain is dependent upon the type of degree sought. The maximum PLE credits are 15 for the Associate of Arts and Sciences or Bachelor's Degree and 22 for the Associate of Technical Arts degrees.

The faculty member must submit documentation to support the course(s) in which the student will receive credit for. The documentation must include the course number and title, number of credits, grade earned, and faculty signature. These courses are then added to the transcript under a "Prior Learning Experience" section on the transcript.