Tennessee Technological University
College of Interdisciplinary Studies

College Credit Request for Prior Learning

A maximum of twelve (12) elective credits may be requested for work or volunteer experience that
1. closely relates to the major;
2. equates with skills, knowledge, or perspectives currently taught in courses required for the major; and
3. involves <u>analysis</u> or <u>reflection</u> at the undergraduate level or higher. Credit hours **cannot** be used for **course match or emphasis area or concentration credit**.

Applicants must have at least **five (5) years professional experience**. Portfolios **cannot** be submitted during the student's **final semester**.

To request such credit, the student must **submit a portfolio** containing:
1. A **learning narrative** in the form of a letter requesting credit with a detailed explanation of how the experience for which credit is requested is related to the major, is equivalent to skills or knowledge taught in specific, required courses, and involves college-level analysis or reflection. Credit cannot be awarded for learning related to a course the student has already taken.
2. Appropriate documentation, which must include a statement by the student's supervisor/employer certifying the number of weeks and hours per week devoted to the activity for which credit is requested. **An introduction to each document** is must be present with details of the learning objectives and how this was related and applied to their work. Other documentation might include:
    a. Copies of relevant certificates, accreditation reports, licenses, awards, etc.
    b. Products of the activity such as reports.
    c. Be sure to include **an introduction** to each document stating what the training is, the learning objectives, the hours/days of training, and how the training relates to their work.

Portfolios will be evaluated by a faculty committee consisting of representatives from the College with ad hoc consultants selected to assist in evaluating specific requests. The committee will meet twice each academic year, in October and March.

Key criteria used by the committee will include:
1. How well the experience fits into the major program,
2. How closely the experience matches skills, knowledge, or perspectives taught in specific courses required for major,

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3. To what extent the experience involves analysis and reflection in addition to application. To be considered by the committee, portfolios must be received by January 31st or August 31st at the following address:

> College of Interdisciplinary Studies
> Southwest Hall Room 146
> TTU Box 5176
> Cookeville, TN 38505-0001

Portfolios should be professional in appearance and presentation. Please include the following:
1. Application
2. Learning narrative
3. Letters of reference – covering the time of the learning experience
4. Documentation – include an introduction page explaining what the document is along with information to help explain its importance such as:
   a. What the training involved
   b. How many hours/days was the training
   c. Learning objectives
   d. How does the training relate to the position

NOTE **do not include original documents**. The portfolio will be the property of Tennessee Tech University and cannot be returned.

We **prefer an electronic copy (scanned copied)** of the portfolio. Email to COIS@tntech.edu

To help with creating your portfolio, please visit https://www.acenet.edu/National-Guide/Pages/default.aspx. The American Council on Education (ACE) provides transcripts for many companies and military trainings. While you might not work for the companies listed, you can search for the work training you have completed to find what the "suggested credit and level awarded." On the webpage, scroll towards the bottom of the page to "Search the National Guide." You can there enter a brief description of the training and click "search." An exam is Six Sigma. It brings up the Six Sigma Black Belt of Villanova:

SIX SIGMA BLACK BELT (VILLANOVA)
Course Summary
Credit Type: Course **ACE Course Number:**BISK-0025 **Organization:** **Bisk Education**
Location: Online **Length:**90 hours (16 weeks) **Dates Offered: 10/1/2004-4/30/2014**
Credit Recommendation & Competencies

Level	Credits (SH)	Subject
Graduate	3	Project Management, Quality Management or Business Administration

While your experience/training might not be exactly the same, you can state that ACE gives this credit for this type training that you took and then include the hours of training you completed with the documentation.

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**Bachelor of Science in Interdisciplinary
Studies/Professional Studies/Environmental &
Sustainability Studies/Communication**

Application
Credit for Prior Learning Credit

Name: _____**ID:** _____

Probable Graduation Date: _____

Major _____

Area of Concentration or Emphasis Areas_____

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