

Experiential Learning Assessment Checklist

Great Falls College MSU (GFC MSU) recognizes that learning occurs outside of the college setting. The outcome of this learning is often the acquisition of skills and/or knowledge which may be equivalent to learning at GFC MSU and other institutions of Higher Education. GFC MSU may award credit for this learning through the GFC MSU https://www.gfcmu.edu/about/policies/PDF/300/306_1.pdf of the Student Affairs policies. The following checklist will help guide faculty and students through the Experiential Learning evaluation process and the required form (page 2).

1. Credit may be granted only to admitted, enrolled and degree seeking students and is to be identified on the student's transcript as credit for prior experiential learning.
2. A student interested in earning experiential learning credit for a particular course or courses should consult their advisor and the faculty member (faculty sponsor) responsible for the course(s) in question. Upon consultation and initial consent of the faculty sponsor and the student's advisor, the student should complete the "**Student Information**" and "**Experiential Learning Course Information**" portions of the attached form.
3. Next, the faculty sponsor decides which evaluation process (portfolio, proof of competency, or challenge exam) will be used for the evaluation of the student's prior experiential learning to illustrate equivalency of the courses being substituted. The faculty will check the appropriate box in the "**Evaluation Process for Assessment of PLA**" section.
4. Collaboratively the student and faculty sponsor will identify the materials or documents required, and any activities that must occur in order to demonstrate competency of the course's learning outcomes. The faculty sponsor will provide the student with the course outcomes, a list of required documentation or activities, and a timeline for completion to establish clear expectations for the process.
5. The student will print the attached form with the top three portions completed and sign and date in the appropriate areas.
6. The advisor must then sign and complete the fee section of the form before giving it to the student and Student Accounts for processing and payment, as needed.
7. Student must pay all fees related to the Challenge Exam or Portfolio prior to administration or evaluation of work.
8. Once the student completes and submits a challenge test, proof of competency, or a student portfolio for review, the faculty sponsor will make a determination of whether or not to approve the award of credit for the student's experiential learning. The faculty will then confer with the Division Director and make their recommendation and mark the form appropriately. If applicable, the faculty also submits a [Faculty PLA Tracking Form](#) to their Division Director to record time spent on the process. The Division Director will arrange for a faculty Letter of Appointment to be created, as applicable, to compensate the faculty for their time.
9. Next, the faculty sponsor submits the completed form, criteria for the assessment process, and supporting documents (e.g. challenge test score, documents for proof of competency, or portfolio) to the Registrar. The faculty sponsor will also notify the student of the successful or unsuccessful award of credit.
10. Finally, the Registrar reviews the completed form and submitted materials. If all are in order and both the faculty sponsor and Division Director have agreed to approve the award of credit for experiential learning, the Registrar will post the award to the student's academic transcript and notify the student of the completed process. The Registrar also will notify the student in writing of unsuccessful award of credit.



Credit for Experiential Learning Assessment Request Form

*Credit may be granted only to admitted, enrolled, and degree-seeking students.
Please review the Prior Learning Policy and Procedures prior to completion & submission of this form.*

Student Information

Full Name: _____ ID Number: _____
Program: _____ Advisor: _____

Experiential Learning Course Information:

Course Prefix/#: _____ Course Title: _____ Credits: _____

Evaluation Process for Assessment of PLA

The following process will be used to evaluate the experiential learning:

<input type="checkbox"/> Portfolio Fee for evaluation of Portfolio is \$75.00 per course + any additional material costs. Fee capped at \$200 per course. Attach portfolio criteria, course outcomes, grading rubric, and items reviewed as part of the portfolio.	<input type="checkbox"/> Other Assessment: _____ _____ Please provide a description of the method or criteria of evaluating competency and any accompanying documentation.	<input type="checkbox"/> Challenge Exam Fee is \$25.00 per credit + any additional material costs for Challenge Exams. Fee capped at \$300 per course. Attach student score and a copy of the completed exam.
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Note: All submitted materials and documents will become part of the student's academic record and will be kept on file in the Registrar's Office and will not be returned. If awarded, credit will be posted on the student's academic transcript.

Students must pay fees prior to administration of exam or evaluation of PLA.

Student: _____ Date: _____
(signature)

Faculty Sponsor: _____ Date: _____
(signature)

OFFICE USE ONLY

APPROVED for review/processing: Student enrolled for (list term) _____

Advisor _____ Date: _____
(print name) (signature)

Assess Fee to student: YES NO If yes, amount: _____ + _____ = _____
See amounts above Subtotal Materials Fee Total

Student Accounts: _____ Date: _____
(print name) (signature)

APPROVED for transcription: Recommended for Approval NOT recommended for Approval

Faculty Sponsor: _____ Date: _____
(print name) (signature)

Division Director: _____ Date: _____
(print name) (signature)