



Credit for Prior Learning Portfolio Form

Student Name _____

Student ID # _____ Program _____

Equivalent Course Number _____ Course Title _____

Student Signature Date

Requests for credit for prior learning experience for a student with verifiable work experience must be accompanied by a portfolio to demonstrate that the student’s knowledge is equivalent to what would have been learned in a comparable Mitchell Tech course. The portfolio must include the following sections:

1. Course syllabus (available from the instructor or the registrar), including course description and learning objectives
2. Credit for Prior Learning Portfolio Form completed and signed by student and business office staff
3. Academic Honesty Statement signed by student
4. Current resume
5. Course specific prior learning narrative detailing your personal experience and learning that equates to the course learning objectives
6. Documentation to demonstrate learning of course objectives (work samples, awards, employer letters, etc.)

A non-refundable evaluation fee of \$50 (up to three credits, \$10 for each additional credit) per portfolio is required at the time the student submits a portfolio for evaluation.

Business Office Staff Signature Verifying Payment Date

For Office use only

_____ Approved _____ Denied

Reason(s) _____

Faculty Signature Date

Dean of Academics Date

1800 East Spruce Street | Mitchell, South Dakota 57301
1.800.684.1969 | mitchelltech.edu

Mitchell Technical College is accredited by the Higher Learning Commission (www.hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

