



**Minnesota
North College**
A Member of Minnesota State

Credit for Prior Learning Internal College Assessment

Minnesota North College
Academic Affairs
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Credit for Prior Learning provides students with opportunities to demonstrate competence at the college-level from learning gained through learning experiences outside of a college or university credit-bearing course and to establish consistent practices for evaluating and awarding undergraduate credit.

This form is to request Credit for Prior Learning requiring an internal college assessment of that learning. These internal assessment types may include, but are not limited to, credit by exam, prior learning portfolio assessment, individualized subject-area assessment, group or seminar assessment, and competency-based assessment.

Other Credit for Prior Learning relies on an external assessment. Some examples include national standardized assessments, industry recognized credentials, licenses, and certifications. See MNC's Credit for Prior Learning - External Assessment form for the process for receiving credit for things such as MSHA, CNA, CPR/First Aid, EMT, EMR, WFR, S-130, S-190, L-180, IS-100, S-211, S-212, etc.

Note the Following for Credit for Prior Learning Requiring Internal College Assessment:

- Students may not earn credit for a course previously attempted at Minnesota North College.
- Earning credit through internal college assessment does not ensure transferability to another educational institution.
- This process must take place within the drop/add deadline of the semester initiated.
- The course is included in the body of your transcript, and will count toward your attempted and earned credits.
- The grade posted will be either P (for passing) or NC (for no credit).
- There is a \$90 per credit internal college assessment fee, regardless of your grade earned.

Procedure:

1. The student is to consult with the instructor of the course, and complete this form in its entirety, including signatures.
2. The completed form is submitted to the appropriate Dean's Office for review and their determination.
3. The determination is emailed to the student and instructor; if approved, the student is registered for the course.
4. Upon registration, the fee appears on the student's account and is payable by the student via their eServices.
5. The faculty member conducts the internal assessment (see second paragraph above for possible types).
6. The faculty member submits the grade earned (P/NC) through their eServices grade entry.

Required Information:

Student Name _____ Tech ID _____

Term and Year _____ Course Subject, #, Title _____

Credits _____ Total Cost (\$90/cr) _____ Assessment Type _____

Student Signature _____ Date _____

Instructor's Approval/Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Dean of Academic Affairs Approval/Signature _____ Date _____

(Determination Made: _____ Course Built – CID: _____ Student Registered – By, Initials, Date: _____)