



Montana State University – Great Falls Policy and Procedures Manual

SUBJECT: Student Affairs

Policy 306.1 Experiential Learning

Effective: June 1, 2007 Revised: March 2008

MSU-Great Falls College of Technology (MSUGF) 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 MSUGF and other institutions of Higher Education. MSUGF may award credit for this learning through the MSUGF Experiential Learning Policy. This policy is based on the Northwest Commission on Colleges and Universities (NWCCU) [Policy 2.3](#).

- A. Credit may be granted only for documented learning which ties the prior experience to the theories and content of the relevant academic field(s).
- B. Credit may be granted only for documented learning which falls within the regular curricular offerings of the institution.
- C. Credit for prior experiential learning may be granted only at the undergraduate level.
- D. The applicability of Experiential Learning Credit toward specific degree program requirements is subject to departmental/institutional approval.
- E. Experiential Learning Credit will be based on the following evaluation methods.
 - i. Portfolio
 - ii. Challenge Exams
 - iii. Proof of Competency

NOTE: *The department chair or faculty, delegated by the department chair, will develop the criteria of the portfolio, challenge exams, and/or proof of competency.*

- F. Credit for prior experiential learning should not constitute more than 25% of the credits needed for a degree or certificate.
- G. No assurances are made as to the number of credits to be awarded prior to the completion of the institution's review process.
- H. Credit may be granted only to enrolled students and is to be identified on the student's transcript as credit for prior experiential learning.
- I. Credit for prior experiential learning cannot duplicate other credit awarded.
- J. Experiential Credit will be treated in the same way as transfer credit. A "P" (pass) will be assigned, and it will not count toward the students' GPA.
- K. Materials and documents submitted for consideration of credit for experiential learning must comply with all MSUGF and Montana University System Policies. No experiential learning credit is guaranteed.
- L. Credits granted for experiential learning at MSUGF may transfer to other institutions. Students should check with the transfer institution regarding transferability.
- M. All submitted materials and documents become part of the students' academic record and will not be returned.
- N. Credit awarded for experiential learning will become part of the students' academic transcript.



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- O. The student is responsible for providing the appropriate documentation as required by the guidelines and/or criteria established by the faculty member, program director, or department chair for the award of credit for experiential learning.
- P. Students will be assessed an experiential learning fee for each course substitute attempted through the award of Experiential Learning Credit. This fee will be 1/3 of the cost for the tuition of the course had the student enrolled in it through traditional means.
- Q. Experiential learning credits do not count towards enrollments in evaluating financial aid status.

[Experiential Learning Form](#)