



MSU-Great Falls College of Technology Experiential Learning Checklist

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 306.1](#) of the Student Affairs policies. The following checklist will help guide faculty and students through the Experiential Learning evaluation process and the required form (over).

1. A student interested in earning experiential learning credit for a particular course or courses should consult their advisor and/or the faculty member (faculty sponsor) responsible for the courses in question. Upon consultation and initial consent of the faculty sponsor and the student's advisor (if applicable), complete the **"Student Information"** and **"Experiential Learning Course Substitution Information"** portions of the attached form.
2. Next, the faculty sponsor and student will collaboratively decide which evaluation process (portfolio, proof of competency, or challenge exam) will be used for the evaluation of the student's prior learning to illustrate equivalency of the courses being substituted. Check the appropriate box in the **"Evaluation Process for Assessment of Award"** section.
3. Collaboratively the faculty sponsor and student will then identify the criteria, components, materials, documents required, and activities that must occur to complete the evaluation process. The faculty sponsor will provide the student with documentation outlining objectives, timelines, materials needed, and other pertinent information to establish clear expectations for the process.
4. Next, print the attached form with the top three portions completed. The student must sign and date in the appropriate areas.
5. The faculty sponsor and advisor (if applicable) must then confer and agree to approve the plan for assessing the student's prior learning for the award of experiential learning credit. If both approve, they must print their name, sign and date the form.
6. The faculty sponsor then submits the form to the Registrar. Upon reviewing the form for accuracy and completion, the Registrar will assess the student fee associated with this process, sign and date the form, and return to the faculty sponsor.
7. 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 to approve the award of credit for the student's experiential learning. They will then confer with the Department Chair and make their recommendation. If both are in agreement, each will print their name, sign and date the form.
8. 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. They will also notify the student of the successful award.
9. Finally, the Registrar reviews the completed form and submitted materials. If all are in order and both the faculty sponsor and Department Chair 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.

