

Tennessee Technological University

College of Interdisciplinary Studies

College Credit Request for Prior Learning

A maximum of twelve (12) elective credits may be requested for work or volunteer experience that

1. closely relates to the major;
2. equates with skills, knowledge, or perspectives currently taught in courses required for the major; and
3. involves analysis or reflection at the undergraduate level or higher. Credit hours cannot be used for course match or emphasis area or concentration credit.

Applicants must have at least five (5) years professional experience. Portfolios cannot be submitted during the student's final semester.

To request such credit, the student must submit a portfolio containing:

1. A letter requesting credit with a detailed explanation of how the experience for which credit is requested is related to the major, is equivalent to skills or knowledge taught in specific, required courses, and involves college-level analysis or reflection.
2. Appropriate documentation, which must include a statement by the student's supervisor/employer certifying the number of weeks and hours per week devoted to the activity for which credit is requested. Other documentation might include:
 - a. Copies of relevant certificates, accreditation reports, licenses, awards, etc.
 - b. Products of the activity such as reports.

Portfolios will be evaluated by a faculty committee consisting of representatives from the College with ad hoc consultants selected to assist in evaluating specific requests. The committee will meet twice each academic year, in October and March.

Key criteria used by the committee will include:

1. How well the experience fits into the major program,
2. How closely the experience matches skills, knowledge, or perspectives taught in specific courses required for major,
3. To what extent the experience involves analysis and reflection in addition to application. To be considered by the committee, portfolios must be received by September 30th or February 28th at the following address:

College of Interdisciplinary Studies
Southwest Hall Room 146
TTU Box 5176
Cookeville, TN 38505-0001

Tennessee Technological University

College of Interdisciplinary Studies

Credit for Work/Volunteer Experience

**Bachelor of Science in
Interdisciplinary Studies/Professional Studies/
Environmental & Sustainability Studies**

Name: _____ ID: _____

Probable Graduation Date: _____

Committee Members Present: _____

Date of Decision: _____

Summary of Committee Findings for Request for Credit for Work Experience:

Course (Check One):

___ LIST 288__ (1 to 12 hours lower division credit)

___ LIST 388__ (1 to 12 hours upper division credit)

Course Title (Check One):

___ Experiential Learning: Interdisciplinary Studies

___ Experiential Learning: Professional Studies

___ Experiential Learning: Environmental & Sustainability Studies

Approved by:

Committee Chair

Credit for Work/Volunteer Experience

Date: _____

Mike Gotcher, Dean

College of Interdisciplinary Studies

Date: _____

Brandon Johnson, Vice President

Enrollment Management

Date: _____