

**BEMIDJI STATE UNIVERSITY**  
**EXTERNAL STUDIES PROGRAM**

Guide to Evaluation of  
Non-Collegiate and Experiential Learning

As an admitted student to the External Studies Program, you have already submitted all of your academic transcripts. Those transcripts will be evaluated and credits will be transferred automatically to your record.

If you are a typical External Studies student, however, you also have other kinds of learning experiences which may very well be equivalent to college courses in terms of what was learned. Follow these steps to determine whether or not you may have more credit awarded.

1. Consider in-service training at your place of work or volunteer experiences. Can you verify work hours spent, material covered and skills acquired or enhanced?
2. Did you serve in the military? If so, did you attend any military schools excluding basic training? Many such classes cover skills equivalent to college courses and may be evaluated according to the ACE Guide to Military Schools, if you have the certificates earned or they are listed on your separation papers.
3. Consider workshops which can be very useful in terms of acquiring new skills. Consider any you have attended and decide whether you can verify what you learned, how you were able to use the learning you acquired, who instructed you, clock hours spent, advance in employment because of workshops, etc.
4. Certificates are often granted by agencies based on a set length of time and/or proficiencies acquired, e.g. Red Cross First Aid certificate, Beginning Swimmers certificate, etc. Consider those types of certificates which you may have.
5. Consider supervisors or others who know of your proficiencies. What can they say about you? Do they know that you know five strokes in swimming and can swim X number of minutes breathing easily all the while?
6. Consider the proficiencies of those you might ask to write on your behalf. What are their credentials in terms of rating you? If one is a golf pro, he/she can speak with authority about your proficiency in golf; however, would not be an authority on your proficiency in public speaking.
7. Consider visible evidence of your proficiency. Do you have several papers or reports, five to ten pages long, using footnotes and a bibliography, or a thesis which you can submit as evidence that you already have mastered English 122? Do you have a number of blueprints you have drawn and used? Maybe you are proficient in blueprint reading, etc.
8. Consider any apprentice programs in which you have participated.
9. Consider the course of study you will be pursuing, i.e. the major or certification program. Which class or classes do you feel you have already satisfied?

If you feel that none of the above applies to you, you need go no further. Perhaps as you get into your studies, you will recall something obvious which you overlooked. Keep this packet; it may still be useful to you.

Since the purpose of this material is to assist you in verifying legitimate, college-level learning which has already taken place, use the attached blank as a record for a given proficiency. You may have enough copies for all proficiencies you wish to verify. It may be detached or left with your packet or ignored completely if you have other adequate means of documentation.

**Request for Evaluation**

All requests for evaluations must be submitted on a Request for Evaluation form accompanied by a check or money order for \$50.00. A completed guide to Evaluation must be included for each class requested. If your request is approved, the credits will be added to your file after you have paid your transfer fee of \$1.00 per credit for non-collegiate training and \$15.00 per credit for experience.

**Please print:**

I, \_\_\_\_\_  
(name) (SSN) (phone)

\_\_\_\_\_  
(address) (city) (state) (zip-code)

wish to request evaluation of the attached materials for the following classes:

<u>Class Name and Number</u>	<u>Credits</u>
_____	_____
_____	_____
_____	_____
_____	_____

Attached is a check/money order for \$50.00. I understand that if I am successful in my request for credit, I will be assessed an additional transfer fee of \$1.00 per credit for non-collegiate training and \$15.00 per credit for experience.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ADDENDUM:** While no evaluations can take place until the above process is completed, students are encouraged to hold brief discussions with the coordinator or affected faculty members to determine whether such a request sounds feasible.

**Documentation of Prior Learning**

Name: \_\_\_\_\_

1. This learning is based on volunteer experience\_\_\_\_\_, work experience\_\_\_\_\_, or training\_\_\_\_\_.
  
2. Skills acquired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Instructional methods, materials used in acquiring: \_\_\_\_\_  
\_\_\_\_\_
  
4. Number of contact hours in learning situation: \_\_\_\_\_
  
5. Approximate number of hours “practicing” competencies before using them full time: \_\_\_\_\_
  
6. Skills used since acquiring (including how, where, when): \_\_\_\_\_  
\_\_\_\_\_
  
7. Indicate why you feel this is collegiate-level learning: \_\_\_\_\_  
\_\_\_\_\_
  
8. To which class/classes do you feel this learning is equivalent? \_\_\_\_\_  
\_\_\_\_\_
  
9. Verification(name, title, etc. of trainer, supervisor, or person documenting above learning):  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of trainer, supervisor, etc.

Attach any certificate or other verification. Use the back of this sheet, if necessary, for additional information.

Return to: Center for Extended Learning  
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Bemidji, MN 56601-2699