



Prior Learning Application

Student Name _____ SID _____ SSN _____ Phone _____

Address _____ Student Preferred Email Address _____

(Note: Final notification of credit determination will go to student's listed preferred email address)

Program Name _____ Credential Desired _____

Total Required Credential Credits _____ Faculty _____

Overview of Prior Learning Credit Guidelines

- The residency policy requires all students to earn a minimum of 30 credits toward their degree at Bates Technical College
Credits awarded at Bates for non-traditional learning may not be transferable to other institutions
No partial credits shall be awarded
Students may not apply for non-traditional learning credit for courses they have failed
All fees must be paid in full before non-traditional credits will be transcribed at Bates Technical College
(Note: Financial Aid does not cover non-traditional learning fees.)

Directions:

- Students should work with faculty to determine best options using the prior learning guidelines
Use the Transfer Credit Table on page 2 to list the transcripts for which you are seeking credits. Follow the directions on Page 2.
For Non-Traditional Learning, take this form to the Program Faculty. Follow the directions on Page 3.

Student Signature _____ Date _____

Office Use Only

Form box containing fields for: Total fees, Cashier's signature of fees paid, Date posted to transcript, Logged, Transcript Evaluator signature, Date, Student notified, Date.

Page 2 - Transfer Credits

Note: Transfer credits require an official transcript submitted with this application.

Credit Type	Type	Description	Required Documentation	Fee
Transfer credit	TC	Credit from another <u>accredited college</u>	Official transcript	\$0
Course substitution	CS	<u>Courses taken at Bates</u> used to fulfill a required course on current course of study	Bates transcript	\$0
CLEP test	CLEP	College Level Examination Program (<u>CLEP</u>) that tests for competency in specific general education courses	Exam results	<i>*Exam fees apply</i>
Military credit	MC	Academic credit applied for <u>military experience</u>	Official JST or CCAF transcript	\$0
Dual credit	DC	Credit from <u>approved high school curriculum</u>	High school transcript	\$0

Directions:

1. In the table below, list the transcripts for which you are seeking credits. Complete the columns labeled STUDENT below.
2. Use a separate line for each transcript requested for review.
3. Forward this application to the Bates Transcript Evaluator in the Downtown Registration Office (Mail to: 1101 S YAKIMA AVE., TACOMA, WA 98405)
4. Request Official Transcripts be sent to the Bates Transcript Evaluator located at the Downtown Campus, Registration Office.
5. You will be notified via your preferred email address the outcome of the evaluation.

For credits earned at an accredited college, Military Credit, CLEP or Bates course substitution, please complete the columns below.

STUDENTS: Complete Columns 1-3 only

(1) Institution of Transcript	(2) Type of Credit (e.g. TC, CS)	(3) Review Transcript for General Education Courses? <i>(Mark X for Yes)</i>
Walla Walla	TC	X (Yes)

FACULTY: Complete Columns 4-8

(4) Original Course	(5) Credits	(6) Bates Program Course for Equivalency <i>(Include Item #)</i>	(7) Career Training Program Credits	(8) Initials of Reviewer
Sample- CNC 105	3.0	CNCM 102 #0773	3.0	AS
			Total	

Page 3- Non-Traditional Credits

Note: Total credits in this category cannot comprise more than 25% of total program credits.

Credit Type	Type	Description	Required Documentation	Fee
Industry Certification	IC	Credit from <u>certification</u> obtained outside of the college that fulfill learning outcomes of a required course	Proof of current certification	\$28 per credit
Occupational crosswalk	OC	Credit from competencies obtained from <u>experience in industry</u> (paid or volunteer) that fulfill the learning outcomes of a required course	Letter from employer that indicates student has been in industry fulltime for two out of the last three years.	\$28 per credit
Course challenge	CC	Credit from prior <u>experiential learning</u>	Demonstrated competency can be documented in many ways at the discretion of program faculty. <u>Examples:</u> <i>portfolio, skills assessment, writing samples, project completion, interviews</i>	\$28 per credit <i>*Skills assessments may require additional fees for cost of materials or supplies</i>

Directions:

1. Student to take this form directly to program faculty.
2. Student and Faculty should jointly complete the table below.
3. Attach required documentation to this form.
4. Faculty must sign for approval for each Type of Credit requested.
5. Enter the total Non-Traditional Learning credits requested.
6. Return this application to the Bates Transcript Evaluator in the Registration Office.
7. Student will be notified via the preferred email address with the outcome of the evaluation.
8. Pay the Cashier for credits approved after application has been evaluated.

Course #	Class Title	Item #	Type of Credit (i.e. TC, CS)	Documentation Type	Credits	Fees: \$28 per credit	Faculty Signature for Approval
AOA 110	MS WORD 1		IC	Certification	5.0	\$140	SAMPLE
					Total Credits:	Total Fees:	

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