

# Tennessee Technological University

## *College of Interdisciplinary Studies*

### College Credit Request for Prior Learning

A maximum of      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 **learning narrative** in the form of a letter requesting credit with a detailed

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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 January 31<sup>st</sup> or August 31<sup>st</sup> at the following address:

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

Portfolios should be professional in appearance and presentation. Please include the following:

1. Application
2. Learning narrative
3. Letters of reference – covering the time of the learning experience
4. Documentation – include an introduction page explaining what the document is along with information to help explain its importance such as:
  - a. What the training involved
  - b. How many hours/days was the training
  - c. Learning objectives
  - d. How does the training relate to the position

**NOTE do not include original documents.** The portfolio will be the property of Tennessee Tech University and cannot be returned.

We **prefer an electronic copy (scanned copied)** of the portfolio. Email to [COIS@tntech.edu](mailto:COIS@tntech.edu)

To help with creating your portfolio, please visit <https://www.acenet.edu/National-Guide/Pages/default.aspx>. The American Council on Education (ACE) provides transcripts for many companies and military trainings. While you might not work for the companies listed, you can search for the work training you have completed to find what the “suggested credit and level awarded.” On the webpage, scroll towards the bottom of t\_ 1 § hr

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

**Sustainability Studies/Communication**

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