

Lakeshore Technical College

## **College Credit for Prior Learning**

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## Introduction

Lakeshore Technical College (LTC) embraces opportunities to provide advanced placement status to students with valid, credible learning experiences occurring outside of our classrooms. Credit for prior learning, or Advanced Standing, may be granted for the following situations:

1. Postsecondary credits earned at other WTCS colleges
2. Postsecondary credits earned at other non-WTCS colleges
3. Credits earned by high school students
4. Credits earned by completing a registered apprenticeship
5. Subject area competency demonstrated by passing a district or national examination
6. Previous work experience, education or training, or other prior learning demonstrated as comparable in content and rigor to a specific technical college course or courses.

LTC is as committed to the process of granting credit for prior learning as we are to ensuring the knowledge, competence, and skills required of the course exist. As we evaluate prior learning experiences, our goal is to transition each learner to the workplace and/or a next educational level with the base knowledge and skills required to succeed.

## General Guidelines

- Credit for prior learning must be applied toward a specific program at the College.
  - Non-curricular students are not eligible for advanced standing.
  - Be aware that credits awarded through prior learning at LTC may not be accepted in transfer by other post-secondary institutions.
- Transfer credit may be awarded for up to 75% of the degree, diploma, or certificate requirements.
  - Credit-by-portfolio may be awarded for up to 25% of total program credits.
  - At least 25% of the technical/occupational courses required for the degree or diploma will be completed at LTC. *Experiential Learning Exception: LTC may authorize an exemption of the 25% technical occupation course requirement if the exception benefits the student. Experiential learning exceptions include:*
    - *Apprentice-Related Technical Instruction*
    - *Individualized Technical Studies*
    - *Signed transfer agreements with degree and non-degree granting institutions.*
- The College or individual programs reserve the right to place time limits on prior learning for which credit may be granted based on technological changes specific to that field.
- Student's LTC transcript will specify which credits have been earned through LTC course completion and which have been awarded through credit for prior learning.
- Grades earned from other institutions will not be included in the LTC grade point average.
- Minimum grades required for Credit for Prior Learning awards are based on a 4.0 scale.

- Original transcripts from awarding institutions are required when transferring in college credits.
- Applicants with Apprenticeship experience will work with program counselors for credit allocation.
- For students in a shared program, the same grade and grade point average requirements apply for program progression. All program classes in the shared program carry grades and are computed in the program GPA regardless of location.

### **Advanced Standing through Earned College Credits**

LTC may award transfer credit for courses completed at other post-secondary educational institutions.

**Note: Wisconsin Technical College System Courses and Credits**

1. WTCS credits are accepted according to state system guidelines and/or program requirements
2. These credits are forwarded to Records to be entered into the student's record.

**The Process**

1. Students will work with their program counselor to review potential transfer courses.
  1. The counselor may ask the student for further information on the course such as the course description, course level, textbook, syllabus or other documents.
  2. The counselor, division dean and faculty work together to review and respond to the request.
  3. The counselor notifies the student of the outcome of the evaluation.

*Additional conditions for the acceptance of transfer credits*

The Student needs to:

- Have achieved a grade of 2.0 or higher in any course for which transfer credit is requested. Courses with "P" grades will be awarded transfer credit only if the transcript indicates that credit hours were awarded and that the "P" grade is equivalent to 2.0 or higher.
- Transfer credit may be awarded for up to 75% of the degree or diploma requirements. Credit-by-portfolio may be awarded for up to 25% of the degree or diploma requirements.

Only credit hours are transferred to LTC, not grades or grade point average.

Courses for which transfer credit is awarded must demonstrate that the course competencies are at least 80% of the LTC course competency requirements.

Courses completed at a non-regionally accredited institution will be evaluated on a course-by-course basis to determine equivalency to LTC course competencies and performance standards. In some cases, students may be required to complete credit-by-examination or other evaluation measures in order to establish equivalency.

The WTCS and the UWS provide all students with a single source to consult about what courses will transfer to technical colleges and the university system. The Transfer Information System, or TIS, provides students with on-line access to information about the

transfer of credit within and between the two postsecondary systems. LTC will honor courses listed in the Transfer Information System (TIS) as equivalent in content to an LTC course. For example, if TIS information affirms that Fox Valley Technical College accepts English 113 from UW Platteville as equivalent to Written Communication; LTC will honor the credit evaluation and accept the transfer course as equivalent to Written Communication at LTC.

Transcripts from non-U.S. institutions must be evaluated by an approved evaluation agency. The official transcript evaluation must be sent directly from the agency to LTC. Students are encouraged to have their foreign transcripts evaluated course-by-course rather than by degree. The following are approved agencies for transcript evaluation:

Center for Educational  
Documentation  
Boston, Massachusetts 02130  
617-522-4738

International Consultants of Delaware  
Newark, Delaware, 19711  
302-737-8715

Josef Silny and Associates  
Coral Gables, FL 33124  
302-273-1616

Global Credential Evaluators  
Richmond, VA 23173-0036  
804-639-3660

International Education Research  
Foundation  
Los Angeles, CA 90066  
310-390-6276

World Education Services, Inc.  
Washington, DC 20037-7206  
800-937-3897

## **Credits through High School Advanced Standing Agreements**

### ***LTC-High School Advanced Standing Agreements***

Articulation agreements between LTC and secondary schools provide a seamless pathway from high school into LTC programs. When a student takes an articulated course, the high school and college faculty have examined the course competencies and agreed that the competencies have been met at college level rigor.

#### **The Process:**

- A. The student is ultimately responsible for understanding which courses he/she has successfully completed that qualify as articulated or advanced standing courses.
- B. Student and counselor review potential credits during program counseling session.
- C. The counselor will confirm qualified courses.
- D. The student submits the high school transcript.
- E. The counselor approves or denies the advanced standing request.
- F. Approval Guideline:
  - *Student receives a 3.0 or better on a 4.0 grading scale.*
  - *In the event two semester or two quarter grades = a final grade for an articulated course, averaging of the two must equal 3.0 or higher on a 4.0 grading scale.*
- G. Counselor informs student of decision.

Credit awarded by articulation is based upon the articulation agreement that was in effect at the time that the student completed the high school course(s). On the LTC website, current articulation agreements may be found under Tech Prep.

***LTC- Secondary School Requests When No Signed Agreement Exists***

**Possible Processes:**

If a student wishes a course taken in high school to be considered as Credit for Prior Learning, the request is reviewed with the program counselor. Three options with unique processes may be explored:

- Option 1 - High school is within the LTC district or has an ongoing relationship with LTC Liaisons.
- Option 2 - High school has no previous experience working with LTC
- Option 3 - Test out option

**OPTION 1** – *For students from district high schools or non-district high schools who have an ongoing relationship with LTC Liaisons:*

- A. Counselor and the High School Liaison work together with the student.  
*Note: Plan on a 30 day activity*
- B. Student may be asked to provide:
  - course description
  - course level
  - textbook
  - syllabus
  - sample assessments and other information that will help LTC faculty determine equivalent course competency at appropriate college rigor.
- C. Liaison will work with Dean and faculty to determine if 80% of course competencies have been achieved at college level rigor.
- D. Liaison will notify counselor of the final decision regarding the course.
- E. Counselor notifies the student of the final decision.
  - *Guideline: Student receives a 3.0 or better on a 4.0 grading scale.*
  - *In the event two semester or two quarter grades = a final grade for an articulated course, averaging of the two must equal 3.0 or higher on a 4.0 grading scale.*

**OPTION 2** – *for students from high schools that have no previous relationship with LTC*

- A. Student presents request to the program counselor.
- B. Student submits adequate documentation that demonstrates course achieved 80% of the competencies at college level rigor which may include any of the following:
  - Course description
  - Course competencies and objectives
  - Samples of assessments
  - Course outline and syllabus
  - Name of textbook or the textbook

- Agreements with other colleges if available
- C. Counselor works with Dean, faculty and other staff as appropriate to review the request and documentation.
- D. Counselor communicates the final decision to the student.
  - *Guideline: Student receives a 3.0 or better on a 4.0 grading scale.*
  - *In the event two semester or two quarter grades = a final grade for an articulated course, averaging of the two must equal 3.0 or higher on a 4.0 grading scale.*

**OPTION 3** – *Test out*

See next section on (Advanced Standing) Credits through examination.

### **Credits through Examination**

#### ***Advanced Placement Examinations***

LTC may grant credits for successful completion of Advanced Placement examinations in high school. Credit will be granted for a score of “3” or higher on examinations that are applicable to program requirements.

The student will provide the program counselor with official score reports from the College Entrance Examination Board (CEEB). Please see [www.collegeboard.com/ap](http://www.collegeboard.com/ap) for information about how to request an official score report. A score of 3, 4, or 5 are acceptable for credit.

#### ***International Baccalaureate Diploma Programme Examinations (IB)***

LTC will award advanced standing credit for IB examinations if a score of “4” or higher is achieved.

Students will arrange for the IB scores to be sent directly to the LTC program counselor. Unofficial copies of score reports will not be accepted.

Scores can be requested by contacting:  
International Baccalaureate North America  
475 Riverside Drive, 16<sup>th</sup> Floor  
New York, New York 10015

**College Level Examination Program (CLEP)**

LTC may award credit for successful completion of CLEP exams based upon the American Council of Education (ACE) recommendations for award of credit. Credit will be granted for a score of “50” or higher on exams applicable to program requirements. The exception is Advanced Algebra which has a minimum score of 60.

Students will provide the Admissions and Records Office with official score reports from the College Entrance Examination Board (CEEB). Students may access [www.collegeboard.com/clep](http://www.collegeboard.com/clep) to request an official score report.

-OR-

Students may take the test in the Assessment Center. The Assessment Center staff will notify the student of fees.

Accuplacer scores and Elementary Algebra scores are required prior to taking a Math department assessment.

The American Council on Education (ACE) has developed a recommended credit-granting score and number of semester hours of credit for each CLEP exam. However how much credit you receive for each exam and the score you have to achieve to get credit will be determined by the credit-granting policy of your college or university. ACE recommends the minimum score for awarding credit be the mean score of students who earn a C in the course. The following are potential CLEP courses for LTC programs:

<b>Computer Based Testing (CBT) and Paper and Pencil Testing</b>		
<b>ACE Recommended Score</b> <sup>1</sup>	<b>Semester Hours</b> <sup>1</sup>	
<b>Business</b>		
Accounting, Principles of	50	6
Business Law, Introductory	50	3
Information Systems and Computer Applications	50	3
Management, Principles of	50	3
Marketing, Principles of	50	3
<b>Composition and Literature</b>		
American Literature	50	6
Analyzing & Interpreting Literature	50	6
English Composition (with or without Essay)	50	6
English Literature	50	6
Freshman College Composition	50	6
Humanities	50	6
<b>Foreign Languages</b>		
French Language, Levels 1 and 2	50	6
German Language, Levels 1 and 2	50	6
Spanish Language, Levels 1 and 2	50	6
<b>History and Social Sciences</b>		
American Government	50	3
History of the United States I: Early Colonization to 1877	50	3
History of the United States II: 1865 to Present	50	3
Human Growth and Development	50	3

Macroeconomics, Principles of	50	3
Microeconomics, Principles of	50	3
Psychology, Introductory	50	3
Social Sciences and History	50	6
Sociology, Introductory	50	3
Western Civilization I: Ancient Near East to 1648	50	3
Western Civilization II: 1648 to Present	50	3
<b>Science and Mathematics</b>		
Biology	50	6
Calculus or Precalculus	50	3
Chemistry	50	6
College Algebra	50	3
College Algebra-Trigonometry <sup>2</sup>	50	3
College Mathematics	50	6
Natural Sciences	50	6
Trigonometry <sup>2</sup>	50	3

### ***Defense Activity for Non-Traditional Educational Support (DANTES)***

LTC may award credit for acceptable scores on DANTES college-level examinations as recommended by the American Council on Education (ACE).

Students will provide official score reports to the program counselor who will work with the Dean, faculty and other appropriate college staff. The counselor will communicate the results to the student.

### ***Advanced Standing through LTC Examination***

Students who believe that they have already met the learning outcomes of a course may, with the approval of the appropriate division dean, seek credit for that course by taking a comprehensive examination.

The student, counselor and assessment center staff will explore test out opportunities. Tests options may include national or industry prepared assessments based on course competencies, or LTC originated assessment. Passing is a 2.0 or a “C”. Fees are required and are dependent on the type of assessment selected. The Assessment Center staff will review fees with the student.

## **Advanced Standing through Work, Trade School or Life Experience**

### ***Credit through Documentation of Military Training***

LTC may grant credit for military service training based upon the recommendations provided in the most current American Council of Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*.

To receive credit based upon competencies gained through military training, the student must submit an official copy of one or more of the following to their program counselor:

- ARMY AARTS transcript
- Navy/Marine Corps SMART transcript
- Community College of the Air Force transcript
- DD295 or 214
- Other official documentation recommended by ACE

### ***Credit through Trade School Training***

The student will present the transcripts from the trade school or other form of training not previously mentioned in this document.

The student may be asked to produce course description, textbook, syllabus, assessments or other documents that help faculty to determine the appropriateness of the course.

The counselor will work with the division Dean and the faculty to review the request and documents. The counselor will communicate the results of the review to the student.

### ***Registered Apprenticeship Programs***

- Student requests advanced standing during program advising session with counselor
- Student provides proof of Wisconsin Journey-Level Certificate (minimum of 400 hours of related instruction required).
- Student completes the application for admission and pays the \$30 application fee.
- Director of Apprenticeship completes technical studies journey worker plan
- Student applies for graduation and pays \$25 graduation processing fee.

### ***Advanced Sequential Course Concept***

At times credit for prior learning may be granted for courses if they are part of a sequence or continuum of courses in a specific discipline. An example of such approval is when advanced placement is awarded for a remedial course when an intermediate course is passed.

Student and counselor discuss student request for advanced sequential course approval. The student may be asked to provide documentation to support the request. The counselor works with the Dean and the faculty to review the request. The counselor will communicate the results of the review to the student.

### ***Credit by Portfolio***

The student and program counselor determine that an opportunity for portfolio work may be an option. Credit by portfolio may be granted for work experience or certifications through non-accredited organizations such as workshops or seminars designed for learners to develop specific technical skills or knowledge.

Approval of credits is highly individualized and will involve LTC deans and program faculty who work directly with the student. The student, under the guidance of the dean and faculty, prepares a demonstration of the prior learning via a portfolio. Examples of portfolio work may include the documentation of work experience and professional level credentials through the Individualized Technical Studies Associate Degree or other LTC based opportunities.

A variety of fees will apply and will be reviewed with the student by the dean, program chair and/or counselor.

### **Reasons Why Credit for Prior Learning May Not be Awarded**

1. At least 80% of the course competencies have not been demonstrated through prior educational or work experience. The college believes it is in the students' best interest for the future career and/or educational process to take the course.
2. The documentation provided to LTC for evaluation did not provide the detail needed to ensure student knowledge and/or skill. Please keep in mind that we need to certify the student's college level education and/or skill.
3. The course the student took or work experience that the student had may not reflect the current industry standard.

### **Appeal Process**

Should students not agree with decisions made regarding their requests for credit for prior learning, the appeal process includes:

- a. Student requests a review of the decision to the program counselor
- b. A committee will convene and be composed of the Instructional Designer, division dean, program counselor, faculty member, Dean of Students and the Registrar.
- c. A review of the request will be completed. The decision and rationale presented to the student.
- d. Should the student disagree with the decisions of the appeal committee, a final appeal may be made in writing to the Vice President of Instruction.