



Lakeshore Technical College

**College Credit for Prior Learning**

***Student Manual***

*LTC Credit for Prior Learning Process Improvement Team*

*Implementation Date: June 1, 2008*

*Revision Date: November 1, 2017*

## Table of Contents

Introduction.....	3
General Guidelines .....	4
Advanced Standing through Earned College Credits (Transfer Credits).....	5
Wisconsin Technical College System Courses and Credits.....	5
Other College Course Transfers .....	5
Transfer Information System .....	5
Course Substitutions .....	6
Additional Conditions for the Acceptance of Transfer Credits .....	6
Approved Agencies for the Evaluation of Transcripts from Non-U.S. Institutions:.....	7
Advanced Standing through High School Coursework.....	7
LTC-WTCS Secondary School (Signed) Articulation Agreements .....	7
Advanced Placement (AP) Examinations .....	8
International Baccalaureate Diploma Programme Examinations (IB) .....	8
Credit through College-Level Exam .....	8
College Level Examination Program (CLEP) .....	8
DSST (DANTES Subject Standardized Test) Exams .....	9
LTC Examinations .....	9
Advanced Standing through Military, Apprenticeship, or Life Experience .....	9
Documentation of Military Training.....	9
Documentation of Military Experience .....	10
Registered Apprenticeship Program .....	11
Experiential Learning.....	11
Process.....	11
Credit Awards .....	13
Appeal Process.....	13
Reasons Why Credit for Prior Learning May Not Be Awarded .....	14

## Introduction

Lakeshore Technical College (LTC) recognizes its responsibility to provide advanced placement status to those students with valid and credible learning experiences that have occurred outside of our college classrooms. Credit for Prior Learning, sometimes called “advanced standing,” may be granted for the following situations:

1. Postsecondary credits earned at WTCS colleges;
2. Postsecondary credits earned at non-WTCS colleges;
3. High school credits for which students later seek college credit;
4. Credits earned by completing a WTCS program of apprentice-related technical instruction;
5. Subject area competency demonstrated by passing a district or national examination; or
6. Previous work experience, education or training, or other prior learning demonstrated as comparable in content and rigor to a specific technical college course(s).

LTC is as committed to the process of granting Credit for Prior Learning as we are to ensuring that 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 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 LTC.
  - Non-program students are not eligible for Credit for Prior Learning.\*
  - Students need to be aware that credits awarded through prior learning at LTC may not be accepted in transfer by other postsecondary institutions.
- At least 25% of the technical/occupational-specific courses required for the degree, diploma, or certificate requirements will be completed at LTC. *Experiential Learning Exception*: LTC may authorize an exemption of the 25% technical/occupational course requirements. Experiential learning exceptions include:
  - *Apprentice-related technical instruction*
  - *Signed transfer agreements with degree and non-degree granting institutions*
- Credit for Prior Learning transfer credit may be awarded for up to 75% of the degree, diploma, or certificate requirements.
- LTC reserves the right to place time limits on prior learning for which credit may be granted. Individual programs may have time limits for accepting credit for courses or experiential learning based on technological changes specific to that field.
- If the student has been enrolled in the course for longer than two weeks or has been enrolled in the same course at any point in the past, the student may not petition for Credit for Prior Learning.
- Students are responsible for providing LTC with appropriate official documentation of prior learning experiences. In the case of foreign transcripts, the student assumes the responsibility of having transcripts evaluated by an approved evaluation agency. Students are encouraged to have their foreign transcripts evaluated course-by-course rather than by degree. A listing of agencies that are approved to evaluate foreign transcripts can be found [here](#).
- The 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.
- Credit earned through Credit for Prior Learning (including courses from other institutions) will not have a grade included on the transcript or count toward the LTC grade point average.
- For students in shared programs, the students are subject to the same grade and grade point average requirements for class progression. All program classes taken at the shared program college carry grades and are computed in the program grade point average.
- A minimum grade of 2.0 on a 4.0 scale (or equivalent course GPA on a modified scale; i.e., 2.5 on a 5.0 scale) is required for each class that is being considered for transfer credit from another institution.
- Official transcripts are required from the institution awarding the credit.
- The only fee for assessment that students will need to pay to receive Credit for Prior Learning are those included for testing and those within the experiential learning process.

\*There are exceptions for Microsoft Word, Excel, and Powerpoint, which prospective students and community members may attempt test out regardless of admission status into a program. All other policies are applicable.

## **Advanced Standing through Earned College Credits (Transfer Credits)**

Students who have a postsecondary or professional degree, or credits, from a regionally accredited institution of higher education (Middle States Commission on Higher Education, New England Association of Schools and Colleges, Higher Learning Commission, Northwest Accreditation Commission, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, and/or Accrediting Commission for Community and Junior Colleges) will receive credits towards fulfilling WTCS associate degree general education core requirements. LTC shall evaluate these credits according to the [General Education College Course Transfer Guide](#) to determine the extent to which the credits apply. Students who qualify for general education credits may need to complete some additional general education core requirements based on documented program-specific general education requirements; for example, science courses for health programs.

International credits may qualify for Credit for Prior Learning if the international credits are deemed comparable to Wisconsin Technical College System (WTCS) credits offered by LTC.

### **Wisconsin Technical College System Courses and Credits**

- a. WTCS credits will be accepted according to WTCS guidelines and/or program requirements.
- b. The Career Coach/Advisor will review the student's transcript with the student.
- c. The Career Coach/Advisor will notify the Advisor that the student may have transferrable credits.
- d. The Advisor will review the transcript and forward course transfer recommendations to Records.
- e. The Records staff will enter the information into the student's record.
- f. The student will review the approved advanced standing on his/her transfer credit transcript found in the MyLTC Student Center.

### **Other College Course Transfers**

- a. Incoming program and/or general education courses not automatically transferred in will be submitted by the Career Coach/Advisor to the Division Dean for approval. The Dean will collaborate with faculty, as needed.
- b. The Career Coach/Advisor may ask the student for further information on the course such as the course description, course level, textbook, syllabus, assessments, or other information that will help the Dean determine if the course is an appropriate replacement. In the Dean's absence, the Vice President of Instruction will be consulted.
- c. The Career Coach/Advisor will communicate the result to the student.
- d. The Records staff will enter the approved information into the student's record.
- e. The student will review the approved advanced standing on his/her transfer credit transcript found in the MyLTC Student Center.

### **Transfer Information System**

The WTCS and the University of Wisconsin System 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 (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 TIS as equivalent in content to an LTC course. For example, TIS information affirms that Fox Valley Technical College accepts English courses 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.

The Wisconsin Technical College system and University of Wisconsin system have agreed to transfer a number of courses universally through the universal credit transfer agreement (UCTA). This information can also be found in TIS.

### **Course Substitutions**

In instances where a course equivalency has not been established, LTC utilizes a course substitution form to substitute a course that a student took at LTC or another college previously for a required course in their program. A course substitution is appropriate when:

- a. For technical/occupation-specific courses: The competencies of the substituted course and required program course are an 80% or greater match.
- b. For general education courses: The competencies of the substituted course and general education course are an 80% or greater match and/or the course match is approved in the Transfer Information System (TIS). The Dean of General Education may approve courses outside of these guidelines on an individual basis.

### **Additional Conditions for the Acceptance of Transfer Credits**

The student will need to:

- Have achieved a GPA of 2.0 or higher (or equivalent course GPA on a modified scale) 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 (or equivalent course GPA on a modified scale).
- Only credit hours will be transferred to LTC, not grades or grade point average. However, course grades may be considered to determine if a prerequisite has been met.
- Program courses for which transfer credit is awarded must demonstrate that 80% of the course competencies have been met.
- Courses completed at a non-accredited or nationally 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.
- 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 page lists approved agencies for the evaluation of transcripts from non-U.S. institutions.

## Approved Agencies for the Evaluation of Transcripts from Non-U.S. Institutions:

AACRAO International Education Services  
Telephone: 202-296-3359  
Fax: 202-822-3940  
Email: [ies@aacrao.org](mailto:ies@aacrao.org)

World Education Services  
Web Address: [www.wes.org](http://www.wes.org)  
International Consultants of Delaware  
3600 Market Street, Suite 450  
Philadelphia, PA 19104-2651  
Telephone: 215-243-5858

Education Credential Evaluators  
101 W. Pleasant St. Suite 200  
Milwaukee, WI 53212-3963  
Telephone: 414-289-3400  
Web address: <http://www.ece.org>  
Email: [eval@ece.org](mailto:eval@ece.org)

International Evaluation Service  
PO Box 18358  
Anaheim, CA 92817  
Telephone: 714-237-9272  
Fax: 714-237-9279

Global Credential Evaluators  
PO Box 9203  
College Station, TX 77842  
Telephone: 800-707-0979  
International: 301-421-4581  
Web address: <http://gceus.com>

Josef Silny and Associates  
7101 SW 102 Avenue  
Miami, FL 33173  
Telephone: 302-273-1616  
Fax: 305-273-1338  
Web Address: [www.translation@jsilny.com](http://www.translation@jsilny.com)

## Advanced Standing through High School Coursework

### LTC-WTCS Secondary School (Signed) Articulation Agreements

Articulation agreements between LTC and secondary school systems within the LTC district provide a seamless academic pathway from high school into LTC certificates, technical diplomas, and associate degree programs. When a student takes an articulated course, he/she is taking a high school course that results in the same learning outcomes as a similar or identical LTC course. The high school and college instructors have examined the course competencies and agreed upon their equivalency.

- a. During the program advising session the Career Coach/Advisor will review the high school articulation agreement and high school transcript for all courses (regardless of program) the student has successfully completed or is currently enrolled that qualify as articulated or advanced standing courses.
- b. The Career Coach/Advisor will approve or deny the advanced standing request using the following criteria:
  - *Student must receive a 3.0 or higher on a 4.0 scale (or equivalent course GPA on a modified scale).*
  - *In the event two semester or two quarter grades equal a final grade for an articulated course, each course grade must equal 3.0 or higher on a 4.0 scale (or equivalent course GPA on a modified scale).*
  - *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).*
  - *Advanced standing is granted when the student applies for and is admitted to the technical college within 27 months from high school graduation and NOT at the time the student takes the course.*
- c. If approved, the Records staff will enter the approved information into the student's record.
- d. If denied, the Career Coach/Advisor will make notation of the denial on the transcript.

## Advanced Placement (AP) Examinations

LTC may grant credit for successful completion of Advanced Placement (AP) examinations in high school.

- a. The student will provide the Career Coach/Advisor with the official score report from the College Entrance Examination Board (CEEB) if taken at a site other than LTC. Please see [www.collegeboard.com/ap](http://www.collegeboard.com/ap) for information about how to request an official score report.
- b. Credit will be granted for a score of 3, 4, or 5 on examinations that are applicable to program requirements.
- c. The Records staff will enter the information into the student's record.

## International Baccalaureate Diploma Programme Examinations (IB)

LTC will recognize the IB Diploma and will award advanced standing credit for the higher level examinations if a score of "4" or higher is achieved.

- a. The student will request IB to send an official score report directly to the Career Coach/Advisor. Unofficial copies of score reports will not be accepted. Scores can be requested by contacting: [International Baccalaureate North America](http://International Baccalaureate North America)
- b. The Records staff will enter the approved information into the student's record.

## Credit through College-Level Exam

### College Level Examination Program (CLEP)

LTC may award credit for successful completion of CLEP general examinations based upon the American Council of Education (ACE) recommendations for award of credit. Recommendations are available at [clep.collegeboard.org](http://clep.collegeboard.org)

- a. The student will review the required course(s) for the selected Associate Degree, Technical Diploma, Certificate, or Apprenticeship.
- b. The student will work with a Career Coach/Advisor to review the course description, or other documents, pertaining to the identified courses to be petitioned for prior experience credit. If the student's prior experience is consistent with the course competencies, the advisor may suggest a CLEP exam.
- c. If it is appropriate that the student completes a CLEP exam, the Career Coach/Advisor will direct the student to the Career Pathway Coordinator to fill out a Prior Learning Assessment (PLA) form.
- d. The Career Pathway Coordinator will then direct the student to Testing Services to make a testing appointment.
- e. The student will be directed by Testing Services to order a test from CLEP at [clep.collegeboard.org](http://clep.collegeboard.org) (see fee schedule).
- f. Once the test is open from CLEP for the student, the Testing Center will administer the test. A LTC testing administration fee will be collected at that time (see fee schedule).
- g. Once scored, CLEP will communicate the results to the student. The student must achieve a minimum score of 50 for CLEP exams to pass.
- h. The Testing Center staff will notify the Career Pathway Coordinator, who will contact the student to discuss the results.
- i. The records office will enter the approved information into the student's record.

## **DSST (DANTES Subject Standardized Test) Exams**

- a. The student and Career Coach/Advisor will determine opportunities for DSST Testing. The advisor will reference test-out options available through LTC Testing Services during student advising.
- b. If a DSST test has been taken at a site other than LTC (as of June 1, 2017 LTC does not offer DSST in Testing Services), then, the student will provide the Career Coach/Advisor with an official score report from DSST. The students may access [getcollegecredit.com](http://getcollegecredit.com) for information about how to request an official score report.
- c. The Career Coach/Advisor will verify acceptability with the Division Dean or Registrar.
- d. The Career Coach/Advisor will make notation of the approval on the official score report and forward to the records office.
- e. The records staff will enter the approved information into the student's record.

## **LTC Examinations**

- a. The student will review the required course(s) for the selected Associate Degree, Technical Diploma, Certificate, or Apprenticeship.
- b. The student will work with a Career Coach/Advisor to review the course description, or other documents, pertaining to the identified courses to be petitioned for prior experience credit. If the student's prior experience is consistent with the course the Career Coach/Advisor directs the student to the Career Pathway Coordinator.
- c. The student and Career Pathway Coordinator will evaluate the student's experiential learning against course competencies and learning objectives of the identified course(s). If appropriate, the Coordinator will review the challenge exam options with the student.
- d. If it is appropriate that the student completes a challenge exam for the course, the Career Pathway Coordinator will direct the student to Testing Services to make an appointment.
- e. At the time of testing, staff will collect applicable testing administration fees (see fee schedule).
- f. Once the test is completed by the student, the Testing Center staff or appropriate faculty member will grade the exam. Students must earn an 80% or higher in order to earn credit.
- g. The Testing Center staff or faculty member will send the exam and communicate the results to the Career Pathway Coordinator. The Coordinator will contact the student with the results, coordinate a review of the exam with the student/faculty if requested, and suggest future course planning with the Advisor.
- h. The records staff will enter the approved information into the student's record.

## **Advanced Standing through Military, Apprenticeship, or Life Experience**

### **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*.

- a. To receive credit based upon competencies gained through military training, the student must submit an official copy of such training. The Army, Marine Corps, Navy and Coast Guard use a transcript service called JST or Joint Services Transcript. Through the online Joint Service Transcript system, the student will request an official transcript to be sent to LTC for transfer credit consideration. Service members can also

access an unofficial version of their JST any time by logging into the JST system and completing the required steps.

The JST transcript will consist of the following:

- Personal service-member data
- Military course completions with descriptions
- Military experience and training (per each MOS)
- College-level test scores (CLEP and DANTES/DSST)
- Other learning experiences
- Summary page (with Service Members Opportunity Colleges-SOC-transfer codes).
- Academic institution courses page

ACE provides quality assurance and policy guidance to the Army, Navy, Coast Guard, and Marine Corps for military transcripts. Air Force service members will continue to order their military transcripts through the Community College of the Air Force (CCAF).

- b. The Career Coach/Advisor will evaluate and make notation of the approval, based upon the recommendation in the ACE Guide, and forward to Records.
- c. If the student wishes to receive credit for learning that is not recognized as direct credit transfer by ACE, the student will need to prove subject mastery via the Experiential Learning process. See [here](#).
- d. The Records staff will enter the approved information into the student’s record.
- e. The Career Coach/Advisor will inform the student of the decision.

**Documentation of Military Experience**

LTC will award credit to students based on years of military experience. In order to be eligible for this policy, service members and veterans must submit a DD-214 or NGB-22 (Certificate of Release or Discharge from Active Duty) showing the total years of service and an honorable discharge\*. Upon review of those required materials students may be eligible for the following credits based on years of service:

Years of Service	Total Credit Awarded	Credit Award Breakdown
1-2.99 Years	3 credits	3 credits - Oral/Interpersonal Communication (10-801-196)
3 Years or Greater	9 credits	3 credits - Oral/Interpersonal Communication (10-801-196) 3 credits - Intro to Ethics: Theory and App (10-809-166) 3 credits - Contemporary American Society (10-809-197)

- a. The student will submit a DD-214 or NGB-22 (Certificate of Release or Discharge from Active Duty) to the Advisor.
- b. The Advisor will review the DD-214 or NGB-22 and if the student qualifies, complete the Military Years of Service CPL form, have the student sign or submit email acknowledgement, and forward to the Veterans Specialist for signature.
- c. The Veterans Specialist will sign the form and forward to Records.
- d. Records staff will enter the approved information into the student’s record.
- e. The Advisor will inform the student of the decision.

*\*Students with a general discharge from the military will be considered on case by case basis.*

## Registered Apprenticeship Program

- a. The student will request advanced standing during the program advising session with the Career Coach/Advisor.
- b. The student will provide the Certificate of Apprenticeship issued by the Wisconsin Department of Workforce Development Bureau of Apprenticeship Standards (minimum of 400 hours of related instruction required).
- c. The Career Coach/Advisor will provide the information to the Director of Apprenticeship and Workforce Development Initiatives who will complete the Technical Studies—Journeyworker plan and forward to Records.
- d. The Records staff will input the approved information into the student's record. The student will be awarded a maximum of 39 credits towards the Technical Studies—Journeyworker associate degree for registered apprenticeship-related instruction.

## Experiential Learning

Credit may be granted for previous learning such as found on this list of potential experiences:

- Work/career/apprenticeship experiences
- Military (non-ACE transferrable experience)
- Business or industry training
- On-the-job training
- Certificates earned through seminars, conferences, workshops

Evaluation of prior learning can occur through a variety of assessments, such as a skills demonstration or the development and submission of a portfolio.

### Guidelines

- A student may request consideration of prior learning after admission into an LTC program.\*
- At least 25% of technical/occupational-specific courses in an associate degree and 25% of the technical/occupational-specific courses in a technical diploma, or certificate, must be completed at LTC.
- A maximum of 75% of occupational credits can be awarded through any type of Credit for Prior Learning.
- Students can receive Credit for Prior Learning for all (100%) of the General Education courses through transfer credit or examination.

\*There are exceptions for Microsoft Word, Excel, and Powerpoint, which prospective students and community members may attempt test out regardless of admission status into a program. All other policies are applicable.

## Process

- f. The student will review the required course(s) for the selected Associate Degree, Technical Diploma, Certificate, or Apprenticeship.
- g. The student will work with a Career Coach/Advisor to review the course description, or other documents, pertaining to the identified courses to be petitioned for prior experience credit. If the student's prior experience is consistent with the course the Career Coach/Advisor directs the student to the Career Pathway Coordinator.
- h. The student and Career Pathway Coordinator will evaluate the student's experiential learning against course competencies and learning objectives of the identified course(s). If appropriate, the Coordinator will create a Prior Learning Assessment plan with the student.
- i. If a skills demonstration/interview is appropriate:

- i. The student will arrange, with the assistance of the Career Pathway Coordinator, an appointment to perform a skills demonstration and be interviewed by the LTC faculty.
  - ii. The student will pay applicable fees at the time of making the appointment.
  - iii. The student will complete the demonstration/interview. The demonstration/interview must meet competencies at a passing level (80%), as the course dictates, and be ready for subsequent coursework. The process will continue with step "f."
- j. If it is determined that a portfolio will be the best assessment tool, the student will work the Career Pathway Coordinator to review the portfolio requirements for the course and have access to portfolio creation resources.
  - i. The development of the portfolio may include, but is not limited to:
    - a formal request
    - a reflective essay, including written documentation of experience detailing how the experience relates to the course competencies and learning objectives of the course.
    - a resume
    - validation of work experience from current and/or previous employer(s), such as job descriptions, performance reviews, etc.
    - academic documents/training records
    - industry-recognized certifications or licensures
    - additional information may be requested as determined by the Dean and Instructor.
  - ii. Once the portfolio is received by the Career Pathway Coordinator, an initial review will be conducted. Then the portfolio, with the PLA Form, will be forwarded to the appropriate faculty for evaluation.
    - If the initial review finds information lacking, the student will be notified to complete what is needed.
    - At the time of submission, the student will pay the applicable evaluation fees.
  - iii. The faculty will meet with the dean to review the portfolio.
    - Evaluators may request an addendum or an interview before making a final credit determination.
    - Assessments of specific skills may be scheduled.
    - The student will be advised of specific information that evaluators believe will help them to make a determination.
- k. The evaluation of the portfolio/skills demonstration/interview by the dean and faculty will determine:
  - Learning demonstrates a competency level that is consistent with successful course completion.
  - Learning demonstrates appropriate college-level conceptual and theoretical knowledge as well as application.
  - Learning demonstrates the ability to be successful in more advanced courses that draw on the competencies of the course being petitioned.
  - The final decision to award credit is determined by the Division Dean.
  - 80% of the course competencies must be demonstrated to receive credit for an entire course.
  - The results will be determined in 10 business days from the time the demonstration/interview is conducted, or the portfolio is received to the time of communication with the student.
- l. Posting of results

- The Dean will forward the PLA Form to the Career Pathway Coordinator. The Coordinator will forward the results to the Career Coach/Advisor.
  - The Career Pathway Coordinator will notify the student of the results and suggest future course planning with the Advisor.
  - The Career Pathway Coordinator will submit the results to Records using the PLA Form.
- m. The Records staff will enter the approved information into the student's record.
- n. Credit awards
- Credits may be awarded for partial courses or entire courses.
    - i. If partial credit is awarded, the student may be required to participate in the entire course.
  - Credits awarded will relate directly to the course(s) and be comparable in content and level of rigor.
- o. Documentation of assessment will be retained by the division dean for a period of the current term plus an additional 6 months at which time they will be deleted.

### **Credit Awards**

When a student meets the requirements for credit for prior learning, the Record's office will record the awarded credit on the student's transcript. All fees must be paid according to the established fee schedule. A student can view all credit awards on an unofficial transcript through MyLTC. To request an official transcript, please contact the Registrar's office.

### **Appeal Process**

Should students not agree with decisions made regarding their requests for Credit for Prior Learning, they may appeal the decision through the following appeal process:

1. All appeals must be initiated via a written appeal request to the Registrar no later than twenty-one (21) business days after receiving notification that credits for experiential learning was not granted.
2. The Registrar will convene an Appeal Committee within 10 business days, composed of the Director of Faculty Development & Instructional Support, the Division Dean, Program Advisor, a member of the faculty and Registrar.
3. Committee will hear arguments/rationale from the student and division dean/instructor separately. The committee will consider all information presented and will render a decision and provide written notice to the student, Division Dean and Career Pathway Coordinator (if applicable) within ten (10) business days. The Career Pathway Coordinator will contact the student to discuss the results of the appeal.
4. A final appeal of the committee's decision must be submitted, in writing, by the student to the Vice President of Instruction within ten (10) business days of receipt of the committee's decision.  
The student may only appeal the decision of the Appeal Committee on the basis that the process was not followed. The appeal request must include documentation that the process was not followed.
5. The Vice President of Instruction will meet with the student to review the documentation that substantiates the process was not followed.
6. Following the appeal conference, the Vice President of Instruction will review all relevant documentation and statements and prepare a written decision within ten (10) business days. The decision of the Vice President of

Instruction is considered final. The Career Pathway Coordinator will contact the student to discuss the results of the appeal.

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

1. At least 80% of the course competencies have not been demonstrated.
2. The documentation provided to LTC for evaluation did not provide the detail needed to ensure student knowledge and/or skill.
3. The course that the student completed or work experience that the student has may not reflect the current industry standard.
4. The accrediting agency for the student's program requires that the course be taken in-person and does not allow transfer credits.
5. Student did not earn a 2.0 or better on a 4 point scale (for courses submitted for transfer consideration from another educational institution).