



# **LAKESHORE COLLEGE**

**Lakeshore College**

**College Credit for Prior Learning**

**Student Manual**

*LC Credit for Prior Learning Process Improvement Team*

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## **Introduction**

Lakeshore College (LC) 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 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).

LC 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 LC.
  - Non-program students are not eligible for Credit for Prior Learning.\*
  - Students need to be aware that credits awarded through prior learning at LC 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 LC. *Experiential Learning Exception*: LC 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.
- LC 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.
- Credit for Prior Learning must be completed within the first two weeks of the class.
- 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 LC 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 LC transcript will specify which credits have been earned through LC 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 LC 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.

### **Credit for Prior Learning 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. LC 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 LC.

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

- a. WTCS credits will be accepted according to WTCS guidelines and/or program requirements.
- b. The Registrar will review transcript for any potential transfer credits.
- c. The Records staff will enter the information into the student's record.
- d. The student will review the approved advanced standing on his/her transfer credit transcript found in their academic history.

#### **Other College Course Transfers**

- a. Incoming program and/or general education courses not automatically transferred in will be submitted to the Division Dean or faculty for approval. The Dean will collaborate with faculty, as needed.
- b. The Program Counselor or Admissions 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 Program Counselor 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 their academic history.

#### **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. LC will honor courses listed in the TIS as equivalent in content to an LC course. For example, TIS information affirms that Fox Valley Technical College accepts English courses from UW-Platteville as equivalent to Written Communication; LC will honor the credit evaluation and accept the transfer course as equivalent to Written Communication at LC.

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, LC utilizes a course substitution form to substitute a course that a student took at LC 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.

### **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 LC, 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. If any existing CPL opportunities exists for a course that is similar, students have the option to proceed with CPL to receive course credit(s).
- 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 LC. 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@jisilny.com](http://www.translation@jisilny.com)

## Credit for Prior Learning through High School Coursework

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

Articulation agreements between LC and secondary school systems within the LC district provide a seamless academic pathway from high school into LC 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 LC course. The high school and college instructors have examined the course competencies and agreed upon their equivalency.

- a. The Registrar 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 Registrar 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 college.*
- c. If approved, the Records staff will enter the approved information into the student's record.
- d. If denied, the Registrar will make notation of the denial on the transcript.

## **Advanced Placement (AP) Examinations**

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

- a. The student will provide to the college the official score report from the College Entrance Examination Board (CEEB) if taken at a site other than LC. 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)**

LC 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 college. Unofficial copies of score reports will not be accepted. Scores can be requested by contacting:  
[International Baccalaureate North America](http://www.ibo.org/)<http://www.ibo.org/>
- b. The Records staff will enter the approved information into the student's record.

## **Credit through College-Level Exam**

### **College Level Examination Program (CLEP)**

LC 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)<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 an Program Counselor 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 Program Counselor may suggest a CLEP exam.
- c. If it is appropriate that the student completes a CLEP exam, the Program Counselor will direct the student to the Testing Services.
- d. 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).
- e. Once the test is open from CLEP for the student, the Testing Center will administer the test. A LC testing administration fee will be collected at that time (see fee schedule). The student will also sign the CPL – Tests or Exams form prepared by Testing Services.
- f. Once scored, Testing Services will notify the student and student's Program Counselor of the results. CLEP will also communicate the results to the student. The student must achieve a minimum score of 50 for CLEP exams to pass.
- g. The records office will enter the approved information into the student's record.

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

- a. As of June 1<sup>st</sup>, 2017 LC Testing Services does not offer DSST exams. However, if a DSST test has been taken at another site the student will provide to the college 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.
- b. The Registrar will verify acceptability with the Division Dean.
- c. The Registrar will make notation of the approval on the official score report and forward to the records office.
- d. The student will review the approved advanced standing on his/her transfer credit transcript found in their academic history.

## **LC 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 Testing Services or Program Counselor 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 student is directed to Testing Services.
- c. Testing Services will review the process with the student and make an appointment.
- d. At the time of testing, staff will collect applicable testing administration fee (\$50) and the student will also sign the CPL – Tests or Exams form prepared by Testing Services.
- e. Once the test is completed by the student, Testing Services staff or appropriate faculty member will grade the exam. Students must earn an 80% or higher in order to earn credit.
- f. Testing Services will communicate the results to the student and Program Counselor.
- g. Testing Services will complete the CPL Form – Tests or Exams and send it to Records for processing.
- h. The records staff will enter the approved information into the student's record.

## **Credit for Prior Learning through Military, Apprenticeship, or Life Experience**

### **Documentation of Military Training**

LC 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 LC 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).

- The Registrar will evaluate and make notation of the approval, based upon the recommendation in the ACE Guide.
- 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](#).
- The Records staff will enter the approved information into the student's record.

### Registered Apprenticeship Program

- The student will request advanced standing during the program advising session with the Program Counselor.
- 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).
- The Program Counselor 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.
- 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.
- The student will review the approved advanced standing on his/her transfer credit transcript found in the MyLTC Student Center.

### 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 matriculation into an LC 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 LC.
- 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

- 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 Program Counselor 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 Program Counselor will check to see if the course already has a test out created via the Testing Services webpage.
  - i. If a test out exists, the Program Counselor will direct the student to Testing Services (see LC Examinations section on page 9)
  - ii. If a test out does not exist, the Program Counselor will direct the student to the Assessment Manager.
- c. The student and Assessment Manager will review the student's experiential learning against course competencies and learning objectives of the identified course(s). If appropriate, the Assessment Manager will create a Prior Learning Assessment plan with the student.
- d. If a skills demonstration is appropriate:
  - i. the student will arrange, with the assistance of the Assessment Manager, an appointment to perform a skills demonstration and be interviewed by the LC faculty. The student will also sign the *CPL Form – Portfolio, Demo, Combination* and it will be sent to the faculty conducting the demonstration.
  - ii. The student will pay applicable fee (\$90) at the time of making the appointment. Courses may be bundled so that only a single assessment fee is charged.
  - iii. The student will complete the demonstration. The demonstration must meet competencies at a passing level, as the course dictates, and be ready for subsequent coursework. The process will continue with step "f."
- e. If it is determined that a portfolio will be the best assessment tool, the student will work the Assessment Manager to review the portfolio requirements for the course and have access to portfolio 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 Assessment Manager, an initial review will be conducted. Then the portfolio with the *CPL Form – Portfolio, Demo, Combination* will be forwarded to the appropriate faculty for evaluation. 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.
- f. The evaluation of the portfolio/skills demonstration 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.
- g. Posting of results
- The Dean will forward the *CPL Form – Portfolio, Demo, Combination* to the Assessment Manager.
  - The Assessment Manager will notify the student and student’s Program Counselor of the results.
  - The Assessment Manager will submit the results to Records using the *CPL Form – Portfolio, Demo, Combination* form.
- h. The Records staff will enter the approved information into the student’s record.
- i. Credit awards
- Credits may only be awarded for entire courses (no partial course credit).
- j. The Appeal Process follows the process for all Credit for Prior Learning.

## 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 MyLC. To request an official transcript, you will need to order one on the [website](#).

## Appeal Process

Should students not agree with decisions made regarding their requests for any type of Credit for Prior Learning (CPL), 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 ten (10) business days after receiving notification that credit(s) was not granted.
2. The Registrar will convene an Appeal Committee within ten (10) business days, composed of the Program Program Counselor, Registrar, a division dean and faculty member (who were not involved in the original decision/situation).

3. The Committee will review the appeal and any supporting documents. The committee may contact the student/appellant for additional information. The committee will consider all information presented, will render a decision and provide written notice to the student, Division Dean and Assessment Manager/Testing Services (if applicable and depending on the type of CPL) within ten (10) business days. The Registrar or Assessment Manager/Testing Services (depending on the type of CPL) 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 review the documentation that substantiates the process was not followed and prepare a written decision within ten (10) business days. The decision of the Vice President of Instruction is considered final. The Registrar or Assessment Manager/Testing Services (depending on the type of CPL) 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 LC 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).