



College Credit for Prior Learning Manual

Lakeshore College

Implementation Date: June 1, 2008

Revision Date: July 20, 2026

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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.
- 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.
- 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 to 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 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 Executive Director of Student Services and Registrar or designated staff will review transcript for any potential transfer credits.
- c. The Registrar's Office staff will enter the information into the student's record. The Recognized Credit Code (RCC) will be 2J.

Other College Course Transfers

- a. Incoming program and/or general education courses not automatically transferred in will be submitted to the Division Dean, Associate Dean, or instructor for approval. The Dean/Associate Dean will collaborate with faculty, as needed.
- b. The Registrar's Office or academic counselor 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 division determine if the course is an appropriate replacement.
- c. The student will not pay any credit recording fees.

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:

- 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

World Education Services
Web Address: 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

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

Advanced Standing 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.

Other WTCS colleges shall accept technical college credit awarded through a high school articulation agreement by one WTCS college for similar courses or those courses adopted as part of a system-wide curricula.

- a. The Executive Director of Student Services and Registrar or designated staff 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 Executive Director of Student Services and 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. The student will review the approved advanced standing on his/her transfer credit transcript found in their academic history.

Advanced Placement (AP) Examinations

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

- a. The student will provide 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 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 Registrar's Office staff will enter the information into the student's record. The Recognized Credit Code (RCC) will be 6J.

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 Executive Director of Student Services and Registrar will make notation of the approval on the official score report and forward it to the Registrar's Office.
- c. The Registrar's Office staff will enter the approved information into the student's record. The Recognized Credit Code (RCC) will be 5J.
- d. The student will review the approved advanced standing on his/her transfer credit transcript found in their academic history.

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. 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 and/or academic 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 academic counselor may suggest a CLEP exam.
- c. If it is appropriate that the student completes a CLEP exam, the academic counselor will direct the student to the Testing Services to order a test from CLEP at clep.collegeboard.org (see fee schedule).
- d. Once the test is open from CLEP for the student, the Testing Center will administer the test. A 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.
- e. Once scored, Testing Services will notify the student and student's academic 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.

- f. The Testing Center staff will notate the student's score in Peoplesoft under Test Results and Testing ID: LCLEP.
- g. Testing Services will complete the CPL Form – Tests or Exams and send it to the Registrar's Office for processing.
- h. The Registrar's Office will enter the approved information into the student's record. The Recognized Credit Code (RCC) will be 5J.

DSST (DANTES Subject Standardized Test) Exams

- a. As of June 1st, 2017, LC Testing Services does not offer DSST exams. However, if a DSST test has been taken at another site, the student will provide the academic counselor with an official score report from DSST. The students may access getcollegecredit.com for information about how to request an official score report.
- b. The Executive Director of Student Services and Registrar will verify acceptability with the Division Dean.
- c. The Executive Director of Student Services and Registrar will make notation of the approval on the official score report and forward to the Registrar's Office.
- d. The Registrar's Office staff will enter the approved information into the student's record. The Recognized Credit Code (RCC) will be 5M.
- e. 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 academic 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. If graded by a faculty member, they will return the CPL – Tests or Exams form to Testing Services once graded. Students must earn an 80% or higher in order to earn credit. The test will remain with the division for a period of the current term plus an additional 6 months at which time they will be deleted.
- f. Testing Services will communicate the results to the student and academic counselor.
- g. The Testing Services staff will record the score in PeopleSoft under Test Results.
- h. Testing Services will complete the CPL Form – Tests or Exams and send it to the Registrar's Office for processing.
- i. The Registrar's Office staff will enter the approved information into the student's record. The Recognized Credit Code (RCC) will be 3J.

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).

- b. The Executive Director of Student Services and Registrar will evaluate and make notation of the approval, based upon the recommendation in the ACE Guide.
- 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 Registrar's Office staff will enter the approved information into the student's record. The Recognized Credit Code (RCC) will be:
 - 2M if based upon coursework from an accredited postsecondary institution like Community College of the Air Force
 - 4M if based upon experiential learning/military training
 - 5M if based upon exam-national standard/military

Registered Apprenticeship Program

- a. The student will request advanced standing during the program advising session with the academic counselor.

- 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 academic 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 the Registrar’s Office.
- d. The Registrar’s Office staff will input the approved information into the student’s record. The Recognized Credit Code (RCC) will be 2F. The student will be awarded a maximum of 39 credits towards the Technical Studies—Journeyworker associate degree for registered apprenticeship-related instruction.
- e. The student will review the approved advanced standing on his/her transfer credit transcript found in their academic history.

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 LC program. *
- At least 25% of the technical/occupational-specific courses in the student’s program (certificate, technical diploma, or associate degree) 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 an academic 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 academic counselor will check to see if the course already has a test out created via the Testing Services webpage.

- a. If a test out exists, the academic counselor will direct the student to Testing Services.
- b. If a test out does not exist, the academic counselor will direct the student to Testing Services.
- c. If a skills demonstration is appropriate:
 - a. The student will arrange an appointment to perform a skills demonstration and be interviewed by the LC faculty.
 - b. The student will pay an applicable fee (\$90) at the time of making the appointment.
 - c. 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 (if applicable).
- d. If it is determined that a portfolio will be the best assessment tool, the student will submit the portfolio requirements. The requirements 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.
- e. Once the portfolio is received by the faculty, the faculty will review and determine:
 - a. Learning demonstrates a competency level that is consistent with successful course completion.
 - b. Learning demonstrates appropriate college-level conceptual and theoretical knowledge as well as application.
 - c. Learning demonstrates the ability to be successful in more advanced courses that draw on the competencies of the course being petitioned.
 - d. 80% of the course competencies must be demonstrated to receive credit for an entire course.
- f. Posting of results:
 - a. The faculty will notify the student and the Registrar's Office of the results.
 - b. The Registrar's Office staff will enter the approved information into the student's record. The Recognized Credit Code (RCC) will be 4J (unless the experiential learning was due to military experience/training – then the code will be 4M).
- f. Credit awards: credits may only be awarded for entire courses (no partial course credit).
- g. Documentation of assessment will be retained by the faculty for a period of the current term plus an additional 6 months at which time they will be deleted; however, a copy will be saved into Image Now.
- h. The appeal process follows the process for all credit for prior learning.

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 Executive Director of Student Services and Registrar no later than ten (10) business days after receiving notification that credit(s) was not granted.
2. The Executive Director of Student Services and Registrar will convene an Appeal Committee within ten (10) business days, composed of the program's academic counselor, Executive Director of Student Services and 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 Testing Services (if applicable and depending on the type of CPL) within ten (10) business days. The Executive Director of Student Services and Registrar 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 Academic Affairs 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 Academic Affairs 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 Academic Affairs is considered final. The Executive Director of Student Services and Registrar 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's 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)