



Credit for Prior Learning Form

Transfer requests not included in the current WITC Transfer Credit Crosswalks MUST be evaluated by the Registrar.

Student Name: _____
Student Empl ID Number: _____
Academic Advisor: _____

Date: _____ Requirement Term: _____
Academic Program (Plan): _____
Form Completed By: _____

Credit for Prior Learning for High School courses please follow link:
<http://witc.edu/highschool/advanced.htm>

Notes: _____

TRANSFER CREDIT FOR (Course Credits)

College/HS	Yr/Term	Course #	Course Taken	Cr	Gr	WITC Course #	WITC Course Name	Cr	Appr/Disappr	CFPL/ Registrar	Date	Add

COURSE SUBSTITUTIONS (Students must be in a program plan)

Yr/Term	WITC Course #	WITC Course Name	Cr	Gr	For	WITC Course#	WITC Course Name	Cr	Appr/Disappr	Dean	Date

Have official transcripts sent to:
WITC - Ashland
Attn: Trixie Lawver
2100 Beaser Avenue
Ashland, WI 54806

Have official transcripts sent to:
WITC - New Richmond
Attn: Linda Feldhege
1019 South Knowles Avenue
New Richmond, WI 54017

Have official transcripts sent to:
WITC - Rice Lake
Attn: Lisa Rischette
1900 College Drive
Rice Lake, WI 54868

Have official transcripts sent to:
WITC - Superior
Attn: Amanda Hellman
600 North 21st Street
Superior, WI 54880



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NATIONAL EXAM (Test Credits)

WITC Course #	WITC Course Name	Cr	Year/ Term	Exam Taken	Date	Appr/Disapprv	CFPL/Registrar	Date	Add

EXPERIENTIAL LEARNING PORTFOLIO (Other Credits)

WITC Course #	WITC Course Name	Cr	Premise for Request	Year/Term	Fee Paid	Appr/Disapprv	Dean	Date

CHALLENGE EXAM (Test Credits)

WITC Course #	WITC Course Name	Cr	Year/Term	Fee Paid	Pass	Fail	Date

Have official transcripts sent to:
 WITC - Ashland
 Attn: Trixie Lawver
 2100 Beaser Avenue
 Ashland, WI 54806

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 WITC - New Richmond
 Attn: Linda Feldhege
 1019 South Knowles Avenue
 New Richmond, WI 54017

Have official transcripts sent to:
 WITC - Rice Lake
 Attn: Lisa Rischette
 1900 College Drive
 Rice Lake, WI 54868

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 Attn: Amanda Hellman
 600 North 21st Street
 Superior, WI 54880

CREDIT FOR PRIOR LEARNING STUDENT INFORMATION

You may receive credit for prior learning for college coursework, transfer credits from high school classes, work experience, independent study, military training, or an apprenticeship. You may apply for credit for prior learning after you are admitted to a specific program, but at least 25 percent of the technical studies credits in an associate degree or 25 percent of occupational specific credits in a technical diploma must be coursework completed at WITC. Types of credit for prior learning evaluations include:

Apprenticeship/Transferring Credit (College, Wisconsin Technical College System [WTCS], non-WTCS, High School [including home-school] – WITC may award credit for prior learning for credits earned from other colleges or universities. Military school credits and non-collegiate courses offered by business, industry, and government agencies may also be accepted. In addition, WITC's high school transfer agreements allow the college to award credit for courses that you may have taken in high school.

Course Substitution – You may receive course substitution credit for coursework previously completed at WITC comparable to course requirements in current plan.

Challenge Exams – You may receive credit for acquired knowledge demonstrated by successfully completing a challenge exam. The type of exam you take varies depending on the subject. It may be written, verbal, practical, or a combination. A nonrefundable fee of \$20 per credit is charged and must be paid before you will be allowed to attempt a challenge exam. If you are currently enrolled in a class you must complete the challenge exam in the first seven calendar days from the start of the course.

Experiential Learning - You may be awarded credit for a specific WITC course for previous work experience, business and industry training, military education or experience, or other prior learning. You will be required to verify your experience using a portfolio documenting your skills. There is a non-refundable \$20 per credit fee for each evaluation due at the time portfolio is submitted. Credit may be awarded based on portfolio evaluation by the academic dean for the program.

National Exams – You may be awarded credit for a specific WITC course by receiving an acceptable score on an examination with nationally recognized standards. National Exams include but are not limited to: CLEP, DSST (formerly DANTES), Advanced Placement, ACT-PEP. An official score report must be submitted. A list of WITC course equivalencies as documented on the exam crosswalks is available in Student Services.

Official Transcripts – Only an original official transcript or unofficial transcript copy received in a sealed institutional envelope is acceptable.

IF YOU ARE SUCCESSFUL WITH YOUR CHALLENGE EXAM OR RECEIVED CREDIT FOR A CLASS AND YOU ARE CURRENTLY ENROLLED IN THE CLASS, IT IS *YOUR RESPONSIBILITY* TO CONTACT STUDENT SERVICES TO OFFICIALLY DROP THE CLASS. THIS MAY AFFECT YOUR ELIGIBILITY FOR FINANCIAL AID.

CREDIT FOR PRIOR LEARNING PROCESS

Complete the Credit for Prior Learning Form and return to Student Services with appropriate documentation as follows:

1. For transfer of credits from college or high school, submit an official transcript and course descriptions (if necessary) from school(s) previously attended.
2. For Course Substitution, complete this form and return to Student Services.
3. For National Exams, submit official score report.
4. For Challenge Exams, pay the appropriate fee and schedule an appointment(s).
5. For Experiential Learning, submit portfolio (see WITC Portfolio Format sheet), pay appropriate fee, and schedule an appointment with academic dean for program to review portfolio materials.

Student Services will:

6. process the credit for prior learning request and place the original in your student file.
7. e-mail confirmation of the outcome of the request.