Credit for Prior Learning

Credit for prior learning is the term used to describe receiving credit for prior skills and knowledge. You can gain credit for:

- College coursework
- College credit for high school courses
- Work experience
- Independent study
- Military training
- Apprenticeship

Awarding credit for prior learning promotes competency standards. These credits may be used in place of selected WITC course requirements if the competencies you’ve gained are equivalent to the WITC curriculum outcomes. You may apply for credit for prior learning after you are admitted to a specific program, but at least 25 percent of the credits required for a degree or diploma must be course work earned at WITC. The college has developed policies and procedures governing the evaluation of credit for prior learning applications. You are responsible for requesting credit in a timely manner and for providing the required documentation prior to enrolling in the course. For more information, contact a counselor at your chosen campus.

National Advanced Placement Examination

You may be awarded credit for a specific technical college course or courses by receiving an acceptable score on an examination with nationally recognized standards. National exams include, but are not limited to: the College Board Advanced Placement (AP) exams, the International Baccalaureate exams, CLEP, DSST (formerly DANTES), and nationally recognized exams in specific occupational areas.

- In awarding credit toward the completion of general studies, technical diploma, or associate degree coursework, WITC may consider not only the achievement of an acceptable score on the examination, but also the applicability of the knowledge, skills, and competencies measured by the examination to the educational program in which you are enrolled.
- For the AP exams, you must receive a score of 3 or above to be eligible for the awarding of credit for the completion of the appropriate technical college course or courses.
- For other national examinations, WITC has identified acceptable examinations and scores required to receive credit for specific technical college courses.

Credit for prior learning will be granted in appropriate required or elective courses in either associate degree or technical diploma programs. These examinations are not administered by WITC. WITC awards credit for exams taken by students currently enrolled as well as exams taken during previous enrollment at other colleges and universities. If you wish to obtain credit through nationally recognized exams, contact a Student Services office. There is no evaluation charge.

Transfer of Credit to WITC

WITC will award transfer of credits from other regionally accredited institutions of higher education. Credit may be granted to students transferring from other technical colleges, colleges, and universities, provided that:

- The course is identified on an official college transcript
- The course being transferred is equivalent in content and meets or exceeds the credit value of the WITC course
- The credits accepted as transfer do not exceed WITC’s credit value assigned to the course
- The course is directly applicable to the degree or diploma program being pursued
- A grade of “C” or above was earned in the course
- There is no fee for transferring credits

Students seeking credit for prior learning should check with the Student Services office for the procedure to follow. Official transcripts must be on file from all schools involved. Transfer credits are recorded as credits only and are not included in determining grade point averages.

Transfer of Credit to Other Colleges

Receiving institutions determine acceptable credit transfers, either on a course-to-course basis or program-to-program transfer. WITC associate degree credits are widely accepted by private four-year colleges and University of Wisconsin campuses.

Most colleges review transcripts on an individual basis to determine which credits will transfer. Students should check with the Admissions Office at the educational institution they plan to attend for more details or visit the following website for U.W. System transfer information: http://www.uwsa.edu/tis.
Transfer of Credit to University of Wisconsin System Colleges

Students enrolled in WITC who wish to continue their education in the University of Wisconsin System may be eligible to transfer credits towards their bachelor’s degree in the following ways:

- Students are eligible to transfer up to 30 credits of general studies coursework.
- Students who have successfully completed an associate degree may be eligible to transfer certain technical studies credits when there is a direct relationship between the associate degree program and the program offered at a UW System institution.
- Students transferring from WITC may be eligible for credit by earning appropriate scores on national standardized examinations (e.g., College-Level Examination Program) or examinations developed by the UW System transferring institution.
- Students can take advantage of articulation agreements between WITC and specific UW institutions for some programs. For more information about transfer opportunities, students should consult with their college counselor or advisor or the Admissions office at a UW System institution.

Transfer of Credit to Franklin University

Franklin University and Wisconsin Indianhead Technical College have agreed to a unique partnership that offers WITC alumni an online bachelor’s degree completion program. Along with the credits already earned for an associate degree, graduates can return to WITC to take preparatory courses called “bridge” courses while taking online classes through Franklin. After completing approximately 40 credit hours online with Franklin, students will receive a Bachelor of Science degree in one of nine high demand fields: Accounting, Business Administration, Computer Science, Digital Communication, Health Care Management, Information Technology, Management Information Science, Public Safety Management, and Technical Management. Franklin also offers an innovative 17-month online MBA program.

For more information or to register for classes, contact Franklin University at 888.341.6237 or visit www.alliance.franklin.edu

Experiential Learning – Oral/Written/Portfolio Evaluation

You may be awarded credit for a specific technical college course or courses for previous work experience, business and industry training, military education or experience, or other prior learning which is judged by an appropriate academic dean as comparable in content and level of rigor to the specific technical college course or courses. You will be asked to verify your experience using a combination of an oral interview, verification of your work/military experience by an employer, written documentation, samples of your work, a personal career portfolio, and other demonstrations of your skills. There is a nonrefundable $20 per credit fee for each evaluation. WITC has a required portfolio format to follow available in Student Services.

Challenge Examinations

Students may have already acquired the knowledge and skills that are actually the intended outcomes of a particular course. For these individuals, WITC offers challenge exams. A student is considered proficient in a given area when she/he has achieved a high level of competency in a specific skill or field of knowledge. A minimum “C” (2.0) grade mastery level at 80% is required to pass most exams. Successful completion of such exams results in the granting of credit for the course.

Exam Information

- A nonrefundable fee of $20 per credit must be paid prior to taking any exam.
- No letter grade is assigned; CR (credit) is recorded on academic transcripts.
- Credits obtained through challenge exams are not included in the student’s overall grade point average.
- Credits earned through challenge exams are not included in the active credits for the term and, therefore, cannot be used when determining financial aid eligibility or enrollment status.

Please note:

- Challenge exams may be taken only during the first week of the term or first 5% of class hours for courses in which the student is currently enrolled. If the student is successful, the student must request a withdrawal from the class. The withdrawal date and tuition refund amount will be based on the exam date. Full refunds (100%) will be given when withdrawal results from passing the challenge exam. Remember: it is your responsibility to drop your current enrollment to receive this refund.
- Exams may be taken at any time the student is not enrolled in the course.
- Students may retest for the same exam after one year from the date of the first attempt.
- Students are ineligible to test for a course for which they have previously earned a failing grade.
Arrangements for accommodating students will be made as required by the Americans with Disabilities Act.

A list of current challenge exams is available on the college Web site: [http://www.witc.edu](http://www.witc.edu).

Please be aware that WITC is not required to have challenge exams for all courses.

**Apprenticeship**

You may receive credit for prior learning for a previous apprenticeship in one of two ways: either the instructional division reviews your apprenticeship program and evaluates the Wisconsin Department of Workforce Development’s documentation of your related course work and work experience, or you may attempt a credit-by-challenge exam. There is no fee for transferring apprenticeship credits.

**College Credit for High School Courses**

You can earn college credit for advanced standing courses, transcripted credit coursework, or Youth Apprenticeship while in high school. Check out the WITC Web site. Be sure to mention these courses to your WITC counselor or academic advisor to apply for college credit.

**Advanced Standing**

An advanced standing agreement may be developed with a high school when a high school course or courses contain competencies that are recognized as equivalent to those in a technical college course. You will earn high school credit and, if you meet the conditions identified in the advanced standing agreement, will be granted technical college credit after enrolling at the college. It is your responsibility to initiate the credit for prior learning process by providing the technical college with your high school transcript documenting the advanced standing coursework completed. To receive credit, you must have earned a B or better in your high school course. You will not have to repeat coursework, will receive technical college credit, and will save money on college tuition.

**Transcripted Credit**

An actual technical college course, using college textbooks and materials, is taught to high school students in a high school setting. An agreement between the technical college and high school spells out conditions you must meet to successfully complete the course. The course is taught by your high school faculty member and college credits are awarded and recorded on a technical college transcript upon successful completion of the course. You need not apply for this credit; it is on your WITC transcript. If you received transcripted credit through another technical college, you will need to fill out a Credit for Prior Learning Form.

**Youth Apprenticeship**

Youth Apprenticeship is a comprehensive two-year elective program that combines academic and technical classroom instruction with mentored on-the-job learning for high school students. The program provides you with the opportunity to effectively make the connection between school and the workplace. Once you master the required program competencies, you will receive a state-issued skill certificate which is recognized by educators and leaders of business and industry. The program is administered by the Department of Workforce Development, in partnership with the Department of Public Instruction and the Wisconsin Technical College System. WITC will award credits to students who have successfully completed a Youth Apprenticeship program.