



**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

## STUDENT INFORMATION AND PROCEDURES

You can 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 credits required for a degree or diploma must be coursework earned at WITC. Types of credit for prior learning evaluations include:

Apprenticeship/Transferring Credit/High School/College – WITC may give credits for prior learning for credits that you have 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 grant credit for courses that you may have taken in high school.

Course Substitution – WITC may process course substitution for credits that you have earned at WITC comparable to other WITC coursework. Note that diploma level general studies courses (Aid Code 30, 31, 32) cannot be substituted for associate degree level general studies course requirements (Aid Code 10).

Challenge Exams – You may receive credit for what you've already learned through a credit-by-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 week of the class or first 5% of potential hours of instruction.

Experiential Learning/Portfolio Evaluation - You may be awarded credit for a specific technical college course for previous work experience, business and industry training, military education or experience, or other prior learning, which is evaluated by an appropriate WITC Academic Dean as comparable to the specific WITC course. You will be asked to verify your experience using a portfolio to document your skills. There is a non-refundable \$20 per credit fee for each evaluation.

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 is available in the Student Services Office.

Official Transcripts – Copies or "Student Transcript" copies are not considered acceptable official transcripts.

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. REMEMBER, THIS MAY AFFECT YOUR FINANCIAL AID.

### CREDIT FOR PRIOR LEARNING PROCESS

1. Complete the Credit for Prior Learning Form and return it to the Student Services Office.
2. For transfer of credits from college or high school, request an official transcript and course descriptions (if necessary) from school(s) previously attended be sent directly to the Student Services Office.
3. For Course Substitution, complete this form and return to the Student Services Office.
4. For National Exams, request an official score report be sent directly to the Student Services Office.
5. For Challenge Exams, pay the appropriate fee in the Student Services Office and schedule an appointment(s) with appropriate WITC staff.
6. Experiential Learning evaluation requires a complete portfolio (see WITC Portfolio Format sheet) to be turned in, pay appropriate fee in Student Services Office, and schedule an appointment with appropriate Academic Dean to review portfolio materials.
7. The Student Services Office processes the credit for prior learning request. The original is placed in your student file.
8. Confirmation of the outcome of the request will be provided to you.