STUDENT POLICIES AND PROCEDURES

Policy Section: Student

CREDIT FOR PRIOR LEARNING

Mid-State Technical College recognizes the fact that valuable and valid learning includes experiences that take place outside the classroom. These experiences may translate into earned college credits, decreasing the time and funding needed for a student to complete a course of study and begin a career.

Mid-State's Credit for Prior Learning provides flexible pathways to a degree while maintaining the academic standards set forth by the Board of Directors and the Wisconsin Technical College System. For this reason, the College's Credit for Prior Learning (CPL) and Prior Learning Assessments (PLAs) are aligned to the Wisconsin Technical College System (WTCS) Education Services Manual.

Credit for Prior Learning as defined by the Wisconsin Technical College System includes:

Post-Secondary Credits Earned at WTCS Colleges

Transfer Credit

CPL can be awarded to students who present appropriate documentation of credits earned while attending other WTCS colleges. Transfer credit is awarded at the time the student is admitted.

- Credits awarded as fulfilling general education requirements at one WTCS college should be honored as fulfilling general education requirements at another.
- If a student seeks to transfer occupational-specific and general education credits earned as part of a technical diploma program or career pathway based on course competencies, these credits should be evaluated as counting toward completion of an applied associate degree.
- To maintain continuity and portability of credits across WTCS colleges, Mid-State will accept transfer credits for courses students have successfully completed at another WTCS College where the course competencies and outcomes are determined to be equivalent.

Experiential Learning

Certifications and Licenses, Military Experience, and Work and Life Experience

CPL can be awarded for previous work experience, employer training, military education, military occupational specialist (MOS) training, certifications, licenses, badges, or other prior learning that Mid-State determines as comparable in content and competencies.

Students with work and life experience will need to pass a Prior Learning Assessment (PLA) exam, portfolio, or skill demonstration (or combination) created by faculty to ensure that the student's level of knowledge and experience is equivalent to the course competencies. There is a $50 or $90 non-refundable fee attached to all PLAs.

Post-secondary Credits Earned at Non-WTCS Colleges

Transfer Credit

Mid-State will award CPL to students who present appropriate documentation from nationally or regionally accredited institution of higher education. Transcripts will be reviewed to determine the extent to which the course competency and rigor apply to course requirements, program requirements, general education requirements, or other program-specific graduation requirements.

Students who have obtained a postsecondary or professional degree prior to starting a program at Mid-State will be awarded credit for required general education courses with some limited exceptions. For example, a student with a business degree seeking to enroll in a health occupations program may need to complete additional general education science courses.

High School Credits

Transfer Credit

Dual Credit/Transcripted Credits:

For purposes of CPL, high school dual credit/transcripted credits are defined as college credits and qualify for CPL as postsecondary credits.

Advanced Standing Credits:

When a student enrolls, the College will award technical college credit for high school credits earned by students that were:

- Covered by articulation agreements between a high school and Mid-State Technical College

- Part of a recognized Youth Apprenticeship program, or
- Other advanced high-school-level course work, not covered by an articulation agreement, to which a technical college deems comparable in scope and content to specific technical college course(s), including course work completed by home-school students.

Students requesting CPL for credits earned while high school students must present appropriate documentation to

support these requests.

Registered Apprenticeship

Mid-State Technical College recognizes successful completion of a WTCS program of apprentice-related technical instruction, including possession of a certificate of apprenticeship issued by the Wisconsin Department of Workforce Development Bureau of Apprenticeship Standards (DWD-BAS), as fulfilling the 39-credit minimum Technical Studies requirement of the WTCS Technical Studies – Journey Worker associate of applied science degree. The WTCS apprentice program must be at least three years in length and include at least 400 hours of prescribed paid-related technical instruction to fulfill the 39-credit minimum. For shorter apprenticeship programs and for apprentice-related instruction taken at other accredited institutions, advance standing is determined on an individual basis using established Credit for Prior Learning procedures. As a member of the United States Department of Labor (USDOL) - Office of Apprenticeship-sponsored Registered Apprenticeship-College Consortium (RACC), the WTCS recognizes credit recommendations among RACC partners, both public and private sector.

Credit by Exam

National/Standarized Exams

CPL should be awarded to students who demonstrate subject-area competency by examination. Credit can be awarded for district-developed exams or national exams. National exams include, but are not limited to, the College Board Advanced Placement Exams (AP), the International Baccalaureate (IB) examinations, College-Level Examination Program (CLEP), United States Department of Defense DSSTs, the new 2014 GED, and nationally recognized exams in specific occupational areas.

Mid-State may specify minimum acceptable scores on examinations with nationally recognized standards. Students must earn a minimum score of three on AP exams to qualify for CPL.

The following shall serve as direction for all Credit for Prior Learning and Prior Learning Assessment initiatives:

Transfer Credit (from post-secondary, military, youth apprenticeship, high school advanced standing, apprenticeships, and standardized exams)

- Associate degree students may transfer in up to 75 percent of their credits through any CPL category but must complete 25 percent of the required technical studies (or liberal arts) credits while enrolled at Mid-State Technical College to graduate with a credential from Mid-State.
- Technical diploma students may transfer in up to 75 percent of their program credits through any CPL category but must complete 25 percent of their occupational-specific credits while enrolled at Mid-State Technical College to graduate with a credential from Mid-State.
- A minimum course GPA of 2.0 on a 4.0 scale is required for credits to transfer to Mid-State from any nationally or regionally accredited post-secondary institution. A minimum course GPA of 3.0 on a 4.0 scale is required. For credits to transfer to Mid-State from any high school transcripted (dual credit) or advanced standing courses.
- Courses transferred in must meet 80% of the competencies of the Mid-State course to receive credit.
- It is the student's responsibility to have official transcripts sent to Mid-State from any and all previously attended colleges, universities, and institutions for CPL consideration. Official transcripts must be mailed directly to Mid-State Technical College in a sealed envelope from the institution the student attended. Official electronic transcripts must be sent directly to the College from an approved third-party transcript agency such as Parchment or National Student Clearinghouse.
- Transfer/dual credit/transcripted/advanced standing credit will not incur a fee.
- Military DSST via ACE recommendations will not incur a fee.
- Credit may be awarded for either a verifiable national or state license or certification, or a widely recognized and accepted verifiable industry credential that meets the competencies of a Mid-State course. There is no fee for credit granted by a credential.
- Due to continuous technological and scientific advancements, knowledge acquired in various fields of study (science, technology, engineering, and mathematics) may be rendered obsolete. This may require students to rebuild a foundation based on current practices before progressing. Previously taken courses may no longer be applicable to your program, and the college reserves the right to determine if a course can be applied to meet those programmatic requirements.

PLA Credit for Life Experience

- The WTCS policy states that all students seeking experiential (prior learning assessment) credits, shall be charged $50 for exams and $90 for skill demonstrations or portfolio/extended response submissions. If two types of PLA are needed, only the higher fee of the two is charged. This fee is non-refundable and is paid directly to the College to cover the costs associated with the creation and evaluation of such assessments.
- CPL/PLA credits may count toward the student's program-required credits but not count toward their program/cumulative GPA.
- In compliance with the Wisconsin Technical College System Memorandum of Understanding, a minimum score of 80 percent shall be required for a student to earn PLA credit.
- The Mid-State website will clearly indicate the course description and the PLA format for all available courses with PLA opportunities.
- PLA parameters, selected study materials, and sample questions or a rubric to guide students will be available in the Blackboard online learning platform.
- Students may attempt a PLA for each course one time regardless of format. This includes students who begin a PLA and do not finish it.
- Students may not enroll in a PLA if they have failed the traditional Mid-State course. The academic dean in charge of any course may grant permission to take a PLA using the Prior Learning Assessment Approval Form (cognitoforms.com/MidState1/ApprovalToTakeAPriorLearningAssessment) if the student has gained pertinent work or life experience since failing the Mid-State class or PLA.
- Students have the right to appeal their PLA outcome by following the Appeal Process (mstc.edu/about-us/policies/appeal-process).