Western Dakota Technical College Policy Number: 3015

PRIOR LEARNING

## I. Purpose

A. Western Dakota Technical College (WDTC) may grant prior learning credit to students who meet required competencies for a particular course/program. The purpose of this policy is to identify processes for the identification and evaluation of prior learning.

## II. General Statement of Policy

A. Prior Learning describes learning gained outside a traditional academic environment. WDTC may award prior learning credit to students who have certifications, licensures, proof of military education or experience, or similar documentation that they meet required competencies for a particular course or program. The Registrar's Office, in collaboration with Program Directors, evaluate prior learning documents provided by students.

*Courses*

The student must pay a transcription fee per credit hour granted. Prior learning credits may constitute no more than 75 percent of the credits required for a WDTC certificate, diploma, or degree. Approved prior learning credits are designated on the transcript as "TF" with the exception of credit by exam credits, which will be designated on the transcript as "CE", and transfer credits, which will be designated on the transcript as "TC". "TC" credits are transcribed at no additional charge to the student. Please see Policy #3002 – Credit Transfer for additional information on transfer credits.

Credits accepted for Transfer Credit (TC) include:

- College Level Examination Program (CLEP)
- Advanced Placement (AP)
- Credits from an accredited institution of higher learning within the United States
- International transcripts evaluated by a credential evaluation service
- Military education and experience

Credits accepted for Credit by Exam (CE) include:

- Credit by Examination (administered by WDTC faculty/staff)

Credits accepted for Transfer – Prior Learning (TF) include:

- State and/or Nationally-Recognized Certifications and Licensure

Refer to the sections below for more information about how credit for prior learning will be accepted and applied.

*College Level Exam Program (CLEP)*

CLEP examinations are designed to assess student mastery of introductory college course material in particular subject areas. A student who earns a score of 50 or higher on a non-language CLEP examination will receive college credit. These scores are consistent with recommendations made by the American Council of Education. Equivalent course credits shall be granted when a CLEP examination covers material that is substantially similar to an existing college course. A student must provide the college with an official report of CLEP examination scores in order to receive credit.

*Advanced Placement (AP)*

College credit will be granted to students who earn a three or higher in an Advanced Placement examination. College credit shall be granted for a specific college course for each AP examination that covers substantially similar material. A student must provide the college with an official report of AP examination scores in order to receive credit.

*Military Education and Experience*

WDTC will consider academic credit for military education and experience gained while on active duty. WDTC generally grants credit for equivalent military education and experience that covers substantially similar material. A copy of the student's Report of Transfer or Discharge (Form DD-214) and an official SMART or AARTS transcript are required for evaluation.

*Credit by Examination (administered by WDTC)*

Students with a variety of work and life experiences have the opportunity to receive college credit for knowledge and skills they have gained outside of a formal classroom. Prior learning assessments can be evaluated in a variety of ways, such as demonstration, written documentation, and/or performance.

Credit by exam competencies are based on individual course outcomes. Courses completed through credit by exam competencies are recorded on the student transcript the semester in which the student completes the competency assessment.

Students must earn a "B" or better to pass the exam. If a "B" or better is earned, the credit will be posted on student transcripts as "CE," and students are not required to take the course.

*State and/or Nationally-Recognized Certifications and Licensures*

Students who have earned a state and/or nationally-recognized certification or licensure will have the opportunity to receive college credit for knowledge and skills they have gained as a result of obtaining the certification or licensure.

The Registrar, along with the appropriate program's Program Director, will determine if prior learning credit will be granted based on information submitted by the student.

## III. Definitions

A. "Prior learning" describes learning gained outside a traditional academic environment. Prior learning may be awarded for certifications licensures, proof of military education or experience, or similar documentation that they meet required competencies for a particular course or program.

## IV. Reporting Procedures – None

## V. Dissemination of Policy and Training

**A.** This policy shall appear on the WDTC website on the policy webpage and the standards shall be published in the WDTC Student Handbook.

Legal References: None

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