

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 5.1.3

Title: Credit for Prior Learning	
Originated by: Dr. Robert Edleston, President Revised by Sarah Phillips, Vice President for Student Success	
Signature	Date
Approved by: VPSS/President	
Signature	Date
Reviewed on: August 1, 2014	Revised on: 1/2015, 3/2017, 3/2019

Policy Statement: Awarding credit for prior learning is a process by which formal college credit is granted for learning experiences in formal or informal educational settings. It provides the opportunity for individuals who have gained knowledge, skills, and abilities to have that education recognized as being valuable and legitimized through the assignation of equivalent semester credit hours.

Rationale:

Credit for Prior Learning (CPL) is a comprehensive term used to describe credit awarded for learning gained outside a traditional postsecondary academic environment. “Prior Learning Assessment” (PLA) is also used to describe CPL. CPL involves the evaluation and assessment of an individual’s learning obtained through activities such as working, participating in employer training programs, serving in the military, studying independently, completing advanced secondary level coursework, studying open source coursework, volunteering or doing community service. CPL may take the form of postsecondary credit, credentials, or advanced standing toward further education or training.

Procedure:

1. Students may seek award of credit for prior learning through Advanced Placement (AP), Advanced Standing, College Level Examination Program (CLEP), VA National Testing Program (DSST) formally known as DAN TES, education credit for training programs, or credit by examination. (*APPENDIX A or B*)
 - A. Advanced Placement (AP) Exams. The Advanced Placement test is one way to earn college credit by examination. These tests are given by the College Entrance Examination Board (CEEB) in May of the junior or senior years in high schools offering advanced placement courses. Students who have completed any of the following CEEB Advanced placement tests should have the Educational Testing Service (ETS) forward an official report of their scores to the Registrar’s Office in order to receive credit. If students did not originally have scores sent to MATC, they must have ETS forward a copy of their scores to the Registrar’s Office. To order reports students must provide ETS with the year the Advanced Placement test was taken, subject of the exam, birth date or Social Security number, and the

required fee. Requests should be sent to: Advanced Placement Program, PO Box 6671, Princeton, NJ 08541-6671.

When calculating grades from the Advanced Placement tests, scores of 5, 4, or 3 are granted as indicated. No credit is granted for scores of 2 or 1. If the letter grade is awarded, it will become part of the student's GPA at MATC. Advanced Placement courses can be used toward MATC's General Education requirements.

The following list of course equivalencies, credit hours, and grades shown indicate MATC's acceptance policy only. Other institutions may interpret recommendations differently.

<u>AP Course</u>	<u>AP Score</u>	<u>MATC Course</u>	<u>MATC Cr. Hrs.</u>	<u>Grade</u>
Biology	5	BSC 110 Biology	5	A
Biology	4	BSC 110 Biology	5	B
Biology	3	BSC 110 Biology	5	Cr.
Chemistry	5	CHM 110 Chemistry I	5	A
Chemistry	4	CHM 110 Chemistry I	5	B
Chemistry	3	CHM 110 Chemistry I	5	Cr.
English Composition	5	COM 105 English Composition I	3	A
English Composition	4	COM 105 English Composition I	3	B
English Composition	3	COM 105 English Composition I	3	Cr.
Psychology	5	PSY 100 General Psychology	3	A
Psychology	4	PSY 100 General Psychology	3	B
Psychology	3	PSY 100 General Psychology	3	Cr.
Statistics	5	MAT 135 Elementary Statistics	3	A
Statistics	4	MAT 135 Elementary Statistics	3	B
Statistics	3	MAT 135 Elementary Statistics	3	Cr.

- B. Advanced Standing. Credit may be given for previous college course work for required or elective courses completed and, in some situations, for specific practical experience. Advanced standing in programs of study is determined on an individual basis by Manhattan Area Technical College program instructors and/or the Vice President of Academic Affairs.
- C. CLEP is a testing program of The College Board designed to measure prior learning and mastery of introductory (lower division) college course material in particular subject areas. Students must arrange for an official report of CLEP examination scores to be sent to MATC from The College Board in order to receive credit. MATC will grant credit to students who earn a score of 50 or higher on CLEP examinations. MATC will grant credits for an equivalent course when a CLEP examination covers material that is substantially similar to an existing lower division course. Equivalent course credits may be applied to certificate, diploma,

and/or degree programs as either a required course or as an elective course. MATC will grant lower division elective course credits when a CLEP examination covers material that is deemed to be college level and is substantially similar to an existing course. Elective course credits may be applied to certificate, diploma, and/or degree programs as either a required course or as an elective course.

- D. Credits for the Subject Standardized Tests Program for the VA National Testing Program (DSST) formally known as DAN TES will be evaluated using the ACE (American Council on Education) recommendations.
- E. Credit for training programs, including military training, will be evaluated according to the ACE Guide. For Military training, credit will be evaluated from the student’s military documents using the “ACE Guide to the Evaluation of Experiences in the Armed Forces.” For Army veterans, the Joint Services Transcript (JST) will provide a transcript of ACE credit recommendations for all coursework completed while in service, the military occupational specialties (MOSS) held, and examinations passed. For Industry Training, credit will be evaluated using the “ACE College Credit Recommendation.”
- F. Credit by Examination. Students who have knowledge or experience in an area paralleling instruction in an MATC class may apply for credit by examination for specific classes to a maximum of nine (9) hours of credit by examination per transcript. This examination, developed by the program instructor(s), will be comparable to a comprehensive review of the class content and will be administered by either an MATC instructor or administrator.

2. Costs associated with CPL vary according to the chart below:

<u>CPL</u>	<u>Cost</u>
Advanced Placement	Administrative Cost for Evaluation of Transcripts - \$50
Advanced Standing	No cost for transcribing already earned post-secondary credits; evaluation of experience or other training - \$50 per credit hour
CLEP	Administrative Cost for Evaluation of Transcripts - \$50
DSST (formally known as DAN TES)	Administrative Cost for Evaluation of Transcripts - \$50
Credit for Military Training and Other Training Programs	Administrative Cost for Evaluation of Transcripts - \$50
Credit by Examination	Administrative Cost for Administering Test - \$50 per credit hour

3. Credit Limit. Manhattan Area Technical College shall not limit the total number of **traditional credits** a student may earn through transfer as long as at least 25% of the credit toward graduation comes from MATC course work. The award or transfer of

non-traditional credit used toward a degree or certificate award shall not exceed 25% of the credit hours required for the requested degree or certificate.

Steps for Obtaining Credit

1. An MATC Admissions Application and corresponding application fee must be submitted prior to requesting any credit for prior learning. No credit for prior learning requests will be reviewed prior to the completion of this requirement.
2. Advanced Placement (AP) – forward transcripts to:

Registrar
Manhattan Area Technical College
3136 Dickens Avenue
Manhattan, KS 66503
3. Advanced Standing, CLEP, DANTES, ACE – Complete request form and submit all applicable transcripts and/or documentation to the Registrar, and pay appropriate fee.
4. Credit by Examination – Requests for Credit by Examine must be made prior to the beginning of the academic year. Student must complete the application for Credit by Examine and pay the appropriate fee prior to a time being set for the exam to be proctored and graded. Student and Registrar will receive the results of the exam. Credit earned will be transcribed.

Procedure

1. Student must be accepted for enrollment in a specified certificate or degree program.
 2. Student may apply for a maximum of 9 credit hours by examination.
 3. Student may seek credit by examination for a course provided the following criteria have been met:
 - a. Student has not previously taken and/or received credit for the course at MATC.
 - b. Student has not failed the course at a prior institution.
 - c. Student must have completed the credit by examination prior to the first day of class.
 4. Student must complete the Application for Credit by Examination and pay appropriate fee.
 5. Credit earned by examination will be transcribed as “credit.”
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5. Advanced Standing
 - a. Students desiring to receive approval to substitute previous college course work for required or elective courses must complete the required form and provide applicable transcripts and/or documentation to the Registrar. Credit pertaining technical courses

the Registrar will collaborate with respective program of study instructor and/or Vice President of Academic Affairs to ensure satisfactory achievement of the course outcomes and competencies of credit has been met. Upon approval credit earned by examination will be transcribed as “credit.”

- b. Students desiring to receive approval for experience and/or training to substitute for specific courses must complete the required form, provide applicable certification and/or documentation to the Registrar, and pay appropriate fee. Registrar will collaborate with respective program of study instructor and/or Vice President of Academic Affairs to obtain approval of satisfactory achievement of the course outcomes and competencies of credit. Upon approval credit earned by examination will be transcribed as “credit

APPENDIX A

CLEP/DANTES/ Military Training/ Industry Training Programs REQUEST FORM

(REQUESTS SHOULD INCLUDE FORM, OFFICIAL TRANSCRIPTS/DOCUMENTATION TO SUPPORT REQUEST, AND PAYMENT AT TIME OF SUBMITTANCE TO THE REGISTRAR'S OFFICE)

Student _____ ID# _____ Date _____

Program of Study Goal: _____

Total current credit hours enrolled in and/or completed: _____

REQUESTED CREDITS

MATC Course(s) requesting credit in	Credit Hours	EQUIVALENT CREDIT TYPE <i>Course Code – Credit/ Certification/ License already obtained (if applicable)</i>	VALIDATE COMPLETION OF CREDIT <i>Institution/ Training criteria/ Portfolio/Transcript / Documentation (please attach)</i>	Charges <i>Refer to policy 5.1.3 Credit for Prior Learning</i>
Total Credits:			Total Amount Due: *Payment must be made prior to evaluation*	

Student Signature Date

Registrar Signature Date

Instructor and/or Vice President of Academic Affairs (if Advanced Standing) Date

FOR OFFICE USE ONLY		
Amount Paid \$ _____	Receipt# _____	Date Paid _____
____ Registrar	____ VPAA (if applicable)	____ Student Accounts

APPENDIX B

Application for Credit by Examination

Student Name _____ ID# _____ Date _____

Course Number and Name of Course _____

By signing below, the student acknowledges:

- a) understanding the Credit by Examination procedure,
- b) student may apply for a maximum of 9 credit hours by examination,
- c) agree to pay the appropriate fee of \$50 per credit hour of course prior to taking the examination, and
- d) further understand that if successful on the examination, it will be transcribed as "Credit."

Student Signature

Date

FOR OFFICE USE ONLY

Testing Fee Paid \$ _____ Receipt# _____ Date Paid _____

**Forward to Proctor*

EXAMINATION INFORMATION

Examination Date/Time _____

Location _____

Proctor Signature of Completion _____ Date _____

**Please provide Form and Exam to Instructor for evaluation*

EVALUATION OF EXAM

Grade/Percentage Achieved _____ Pass/Fail _____

Instructor Signature _____ Date _____

**Turn into Registrar upon Completion*

_____ Registrar _____ Student Accounts