POLICY

WICHITA AREA TECHNICAL COLLEGE

Category
5-27 Credit for Prior Learning Policy

Approval
LC Approved: 5/8/15
Effective Date: 5/11/15
Revised: 4/16/15
Responsible Party: Registrar

Credit for Prior Learning Policy

Policy Statement
Awarding credit for prior learning is a process of evaluation and assessment of a student's learning gained outside a traditional academic environment. A maximum of 15 credit hours may be earned through credit by exam, military credit, standardized tests, and prior learning assessment. Prior learning credit does not count toward the residence requirement.

Credit for prior learning may be achieved through the following options:

1. Military Credit

The college grants credit for nontraditional credit earned through active duty military that are equivalent to the courses offered by the college.
- Applicants are required to submit the appropriate military documentation:
  - Army American Council on Education Registry Transcript System (AARTS)
  - Community College of the Air Force (CCAF)
  - Sailor/Marine American Council on Education Registry Transcript (SMART)
  - Coast Guard Institute
  - DD-295 or DD-214 (if no longer active duty)

- Credit will be evaluated using the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.
- In cases of transfer credit more than 15 credit hours may be used

2. Credit by Examination

Students whose admission assessment score places them in a math or English course higher than the one required for their program have the following options:

• Complete the appropriate course indicated by the assessment score. Tuition and fees are assessed at the normal rate (no charge for students achieving credit from COMPASS scores). If the course is completed with a grade of C or higher, it meets the program requirement.

• Complete the course required for the program. Tuition and fees are assessed at the normal rate. Students must receive a grade of C or higher.

• Receive credit for the course required for the program. A grade of S (Satisfactory) is posted to the transcript when Credit by Exam form is received in the Registrar's Office. (Courses with a grade of S may not be eligible for transfer at some institutions.)

3. Standardized Tests

The college grants credit for students who have demonstrated knowledge through national standardized tests. Credit will be awarded only in subject areas where comparable courses are offered at WATC. Students must submit an official score report to the Registrar to be considered for evaluation. Examples of standardized tests include the College Level Examination Program (CLEP) and Advanced Placement (AP) exams.

4. Prior Learning Assessment

Credit may be granted for college level learning acquired through non-collegiate coursework such as:

- On-the-job learning
- Corporate/Industry Training
- Professional training programs
- Workshops/Seminars/Conferences
- Independent Study
- Civic Activities
- Volunteer Service
- Open source courseware

Credit may be awarded only in courses WATC is approved to offer. Students must submit a portfolio which is evaluated by WATC faculty members who have expertise in the subject area for a *fee of $75. The portfolio should consist of a narrative that outlines training, certifications, work experience, and formal education. Supporting documentation such as certifications, licenses, and certificates of completion should be included.

Students receiving prior learning credit for an FAA issued Airframe or Powerplant certificate for the Aviation Maintenance Technology program are exempt from the 15 credit hour maximum. These students must still meet the residence requirement unless granted credit for both Airframe and Powerplant certificates for the Associate of Applied Science degree. In this event, students would need to complete all 15 general education course credits at WATC.

*Fee may be waived in certain cases with approval from the Vice President, Academic Affairs

5. Articulated Credit

In accordance with WATC Articulation Agreements students may be granted WATC credit for completion of approved high school courses aligned to WATC curricula. The credit will be posted as an "S" on the WATC official transcript as advanced standing credit by the Registrar's Office. In order to receive the credit students must:

- Submit an Advanced Placement Credit Application and final high school transcript
- Be currently enrolled or have completed at least one WATC credit course in order to receive credit.
- Have a final grade of "C" or above in the eligible high school courses.
- Be within two (2) years of their high school graduation.