



Title: CREDIT FOR PRIOR LEARNING AND
EXPERIENCE

Code: DD0402

Policy Reference: D0402

CPLE Procedure:

This document outlines the procedures for students to apply for Credit for Prior Learning and Experience (CPLE) toward their associate degree, diploma or certificate program graduation.

CPLE (Credit for Prior Learning and Experience)

MATC offers students the opportunity to earn college credit towards the program through transfer credits, military training, national and departmental exams, work-life experience, professional certifications or licensures, and/or apprenticeships. This process is called Credit for Prior Learning and Experience (CPLE).

The Pathway Dean, or the Dean's designee (program faculty), determines if Credit for Prior Learning and Experience will be granted and the amount of credit granted. The MATC CareerHub (Student Employment, Career, and Transfer) CPLE team works closely with the Pathway Dean and is responsible for communicating updates to the student.

Granting Credit for Prior Learning and Experience

Credit for Prior Learning and Experience is based on a student's achievement. All students are required to earn twenty-five percent (25%) of the total credits needed for graduation at MATC. Students, who submit the appropriate documentation, may receive transfer or CPLE credits in one or more of the following ways:

1. Submission of an official transcript from a regionally accredited technical institute, college, or university showing successful completion of comparable coursework. Successful completion is defined as receiving a grade of "C" or better; specific program requirements will supersede this. Transferring institutions must be regionally accredited when the student earns the credits. Students may be asked to retake courses when course content is outdated.

Transcripts from international universities must be translated and evaluated by a recognized evaluating agency. MATC's policy requires that all foreign university transcripts be evaluated course by course. For further assistance, please contact our International Advising Office at 414-297-7324 or 414-297-6430.

2. Passing an MATC Department/Challenge Exam with a score at or above the minimum score required by the program. Each standardized approved exam (i.e., CLEP, AP, IB, DSST, etc.) has its own passing score. An MATC department/challenge exam may not be taken more than once. Refer to program materials for passing scores.
3. Submitting a student-prepared portfolio that outlines work experience, specialized training, work samples, and military training and that matches the relevant course

competencies. Student portfolios are reviewed by the dean/dean's designated faculty to determine whether credits for the prior experiences will be awarded.

4. Submitting evidence demonstrating the completion of an apprenticeship program or having achieved journeyman status.
5. Completing an approved certification examination (e.g., the Certified Professional Secretary (CPS) and Professional Legal Secretary (PLS) examination).
6. Completing an approved articulation program between a secondary school and MATC or obtaining a Professional License.

Costs:

Students requesting Credit for Prior Learning and Experience for challenge exams, work experience, or life experience are required to pay a non-refundable fee for the requested credits, before the exam or evaluation per the WTCS Manual. The fee covers the cost of the exams and evaluations from the Lead Faculty member; additional fees may apply for supplies or materials for department challenge exams.

How to Apply

To apply for CPLE

1. Meet with a Pathway Advisor and/or Lead Faculty member to initiate a CPLE request, the advisor/faculty member will complete a CPLE Request Form and email it to the CPLE department for review.
2. Meet with a CPLE Specialist to explore and learn about your CPLE options. If applicable, you should gather documentation to support your CPLE request. This may include submitting transcripts, certificates, licenses, course syllabi, or a portfolio of work experience.
3. Complete the CPLE interest form. The interest form is available online on the MATC website or from the MATC CPLE office.
4. Submit official college transcripts to MATC's Admissions department. Once CPLE receives the College transcripts, they will be evaluated in the order received. The evaluation process typically takes up to 3-6 weeks and after the evaluation is completed the CPLE Processor will email students with the determination.

Right to Appeal:

If the student's CPLE request is denied, the student may appeal by taking the steps outlined below:

- If the student elects to appeal the decision, the student must submit the appeal with reasons addressing why the decision should be changed to the appropriate division dean no later than seven (7) business days from receipt of the decision. The Dean will review the record and appeal materials and can affirm or modify the original decision of the appeal and the Dean's his/her decision is final. If the student elects to appeal the decision, s/he must:
 - Complete the CPLE Denial Appeal Form no later than seven (7) business days from receipt of the initial decision along with a copy of the email received notifying them of the CPLE denial, a copy of the original CPLE request form, and any additional information that may reverse the denial.
 - The Dean will review the record and appeal materials to either affirm or modify the original decisions. The Dean will issue a final decision within 10 business days.
 - The CPLE Specialist will email the Dean's decision to the student.

Responsible Office: VP, Enrollment and Retention