![Southwest Wisconsin Technical College logo]	***Administrative Policy***
Policy Title:	Transfer Credits (including Credit for Prior Learning)
Policy Category:	Student Policies Academic Policies
Related Procedure(s)/ Guideline(s):	Wisconsin State Statute 38.04(4)(c) Transfer Credit for Prior Learning SOP (TBD) Wisconsin Technical College System Policy 323 – Credit for Prior Learning
Policy Owner:	Chief Academic Officer
Date Approved:	7/6/09
Review Dates:		**Revision Dates:**	4/2/24

Policy Scope:	Students
Policy Statement:	Southwest Wisconsin Technical College is committed to fostering a seamless and transparent transfer process, acknowledging the importance of recognizing and awarding credit for students' prior learning experiences. In the transfer credit process (including credit for prior learning), Southwest Tech seeks to provide students with opportunities to obtain credit toward the completion of their technical college educational programming that: • Recognizes the validity of a variety of prior learning experiences and maximizes the transferability of credits earned by students; • Recognizes the inherent mobility of students, both geographically and between and among postsecondary educational institutions; • Communicates transfer policies and procedures to current and prospective students including an appeal process; • Awards credit from accredited institutions recognized by the Council for Higher Education or the U.S. Department of Education; • Accelerates the achievement of educational goals while maintaining the integrity of the technical college curriculum; • Provides flexibility for students by providing multiple ways of gaining credentials needed to move ahead in their careers;

- Leverages prior learning experiences to lessen the cost of duplicative postsecondary education to students, parents and taxpayers;

- Responds to local economic needs to validate and expedite the training of skilled workers in a variety of technical fields;

- Collaborates and engages with accredited institutions both as a stand-alone college and through our relationship with the WTCS to facilitate smooth credit transfer and address emerging challenges related to credit transfer; and

- Provides academic advising and support services tailored to students intending to transfer.

Southwest Tech provides competency-based, postsecondary educational programming leading to associate degrees and technical diplomas. Students must complete a minimum of 25% of the technical core program credits through Southwest Tech in order to earn their degree or diploma through Southwest Tech per Wis. State Statute 38.04(4)(c).

Principles that govern the awarding of transfer credit (including credit for prior learning) at Southwest Tech:

1. A student must have attained a minimum grade of "C" in coursework completed at another nationally or regionally accredited institution of higher education in order for it to be considered for the awarding of credit toward completion of a course/program. Accepted credits will be recorded on student transcripts as transfer credits with no grade attached and will not be included in student GPA calculations.

2. In assessing prior learning experiences for the purpose of awarding credit values to them, the college shall provide maximum recognition for work completed through other nationally or regionally accredited postsecondary institutions or other education, training or work experiences pertinent to the student's present educational programming and graduation requirements. Prior learning experiences from a non-accredited institution of higher education will not be accepted.

3. Articulated credits negotiated between high schools and technical colleges for high school courses for which students later seek college credit require a minimum 3.0 grade point on a scale to qualify for transfer as credits for prior learning to a WTCS college.

4. Time limits shall not restrict the awarding of credit for prior learning unless the college has documented a specific programmatic reason for time limits.

5. The college will award credit for prior learning experiences toward completion of a program based on the college assessment of the applicability of the skills, knowledge, and competencies achieved to program completion requirements.

6. This policy is consistent with the Wisconsin Technical College System (WTCS) Policy 323 - Credit for Prior Learning adopted by the WTCS Board.

Students may be granted credit for prior learning under six categories. Criteria used to award transfer of credit earned at another institution or through an evaluation of credit for prior learning, including, but not limited to, service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning includes:

- Post-secondary credits earned at WTCS colleges;
  - Transcripted credits which are defined as college courses;
  - Similar courses and those courses adopted as part of system-wide curricula
  - Credits awarded as fulfilling general education requirements at another WTCS college
  - Credits awarded as fulfilling program course requirements to determine applicability to new program requirements for students who enroll in a different program withing the college or who transfer from a different WTCS college
  - Occupational-specific and general education credits earned as part of a technical diplomas program or career pathway based on course competencies if students seek to transfer the credits into an associate degree program
- Post-secondary credits earned at non-WTCS colleges that are nationally or regionally accredited institution;
  - Credits will be evaluated according to documented college curricula to determine the extent to which the credits apply to program requirements, general education requirements, or other program-specific graduation requirements
- High school credits for which students later seek college credit.
  - High school credits earned by students that are: (a) covered by dual credit agreements between a high school and the College; (b) part of a recognized Youth Apprenticeship program; or (c) other advanced high school course work, not covered by a dual credit agreement, but that Southwest Tech deems comparable in scope and content to a specific Southwest Tech course or courses, including course work completed by home-school students

- Credits earned completing a WTCS program of apprentice-related technical instruction;
  - Successful completion of a WTCS program of apprentice-related technical instruction and possession of a Wisconsin Apprenticeship Completion Certificate, issued by the Wisconsin Department of Workforce Development-Bureau of Apprenticeship Standards (DWD-BAS) as fulfilling the 39-credit requirement with a minimum of 400 hours of prescribed apprentice-related instruction in the Wisconsin Technical College System
- Credit by Exam
  - Award course-related credit for prior learning upon successful demonstration of subject-area competency through oral, written, performance or practical exam, or by a combination of these methods.
  - National exams include, but are not limited to, the College Board Advanced Placement (AP) exams, the International Baccalaureate exams, College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES), and nationally recognized exams in specific occupational areas.
- Experiential Learning
  - Award credit for previous work experience, employer training, certifications, license badges, or other prior learning demonstrated as comparable in content and level of rigor to the specific occupation course or courses
  - Review Military education (i.e. Joint Services Transcripts, Community College of the Air Force Transcripts) and Military Occupational Specialist (MOS) training

Review & Appeal of Transfer Credits (including Credit for Prior Learning Decisions)

Students have the opportunity to appeal any transfer credits decision. The appeals process is outlined in the Student Handbook under Academic & Grading.

This policy will be reviewed on an annual basis and modified as necessary.