



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: Credit for Prior Learning and Experience (CPLE) Examination	Code: EE0300
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Policy Reference: D0402, Credit for Prior Learning and Experience (CPLE)

CREDIT BY EXAMINATION

A student may earn Credit for Prior Learning and Experience (CPLE) by demonstrating ability in a specific subject through credit by examination. The exam may be written, verbal, practical, or any combination. It may be attempted once per calendar year. CPLE can be granted through various options such as College Level Examination Program (CLEP), International Baccalaureate (IB), Advanced Placement (AP), and Departmental exams. CLEP examinations are offered at MATC's Assessment department (downtown campus only) here: <https://www.matc.edu/admissions-registration/cple/dept-national-exams.html>

There is a nonrefundable fee for each departmental exam. The fee will not apply to course fees.

Refund Policy

If a student successfully completes the challenge exam during the first two weeks of the semester, the student receives a 100% refund for that course if s/he is officially enrolled.

If the challenge exam is attempted after the first two weeks of the semester, the date for determination of refund, if any, is the date of the exam. The student will receive the appropriate refund for that course as established by the State Refund Policy (78-11). Refer to the current class schedule for the schedule of refund dates.

Procedure for Departmental Exams

- A student should apply for Credit for Prior Learning and Experience (CPLE) after being admitted to a program.
- If a student is interested in a Departmental exam, please contact the CPLE department. If a departmental exam is available, students must pay the non-refundable CPLE fee.
- After paying the non-refundable CPLE fee, the student is responsible for contacting the Lead Faculty/test administrator to complete the exam.
- The exam is graded by the Lead Faculty/test administrator and the results are sent to the CPLE office for processing.
- Once CPLE processes the exam results, the student will be notified via email to check their program plan for their results.



EVALUATION

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- Credit by Departmental examination is recorded on the student's permanent academic record and appears on the academic plan with a final grade of NE.

Procedure for College Level Examination Program (CLEP), International Baccalaureate (IB), and Advanced Placement (AP) Scores

- Students must submit their official (previously taken) CLEP, IB & AP scores to MATC's Admissions Department. Test results will then be forwarded to CPL for evaluation and processing.
- Students inquiring about CLEP exams at MATC (downtown only) can contact the CPL department or view our website for the process: https://www.matc.edu/admissions-registration/cpl/clep_testing_at_matc_7-1-19.pdf

WORK EXPERIENCE EVALUATION

Work and Life Experience Portfolio Evaluation allows students to request course credit for knowledge and skills acquired through employment, cooperative (co-op) education and/or training. Milwaukee Area Technical College will not award credit based solely on years of employment. Experiences must be verifiable and demonstrate achievement of course competencies. Additionally, a portfolio must be submitted for each course you are requesting credit. In addition to documentation, students may be asked to display specific skills and/or complete an interview to assess content knowledge.

There is a nonrefundable per credit fee for each evaluation.

Refund Policy

If a student successfully completes an evaluation of work experience during the first two weeks of the semester, the student receives a 100% refund for that course if s/he is officially enrolled.

If the evaluation of work experience occurs after the first two weeks of the semester, the date for determination of refund, if any, will be the date of the submission of work experience documents. The student will receive the appropriate refund for that course as established by the State Refund Policy (78-11). Refer to the current class schedule for the schedule of refund dates.

Procedure

- Select a course that matches your prior knowledge and skills.



DESCRIPTION

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- Submit the CPL Work and Life experience Portfolio form. This form can be found on CPL's website.
- Pay the non-refundable CPL assessment fee.
- Use the CPL Portfolio tutorial to develop your Work & Life experience portfolio.
- Submit your CPL Work and Life Experience portfolio to cpl@matc.edu
- Evaluation of work experience is recorded on the student's permanent academic record and appears on the academic plan with credits of NE.

Office of Responsibility: Student Services

Last Reviewed: May-2022