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## ADMINISTRATIVE REGULATION AND PROCEDURE

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Title: ADVANCED STANDING EXAMINATION

Code: EE0300

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Policy Reference: D0402, Advanced Standing

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### **CREDIT BY EXAMINATION**

A student may earn advanced standing 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. A list of the examinations is available in the Advising Handbook.

Advanced standing credit will be granted based on CLEP general or subject examinations. CLEP examinations are not administered at MATC.

There is a nonrefundable per credit fee for each examination. The fee will not apply to course fees.

There are a limited number of challenge exams where a fee is not required. They are:

#### **106-103 Keyboarding**

Advanced standing requests for Keyboarding must be in writing and approved by the appropriate counselor or associate dean based on the following:

Students must have completed a semester of typing from any accredited high school with a grade of B or better or one year of typing with a grade of C or better to receive advanced standing credit. This course work must have been completed within the last three years. For working adults, they must present verifiable evidence from their employer to the dean's office or satisfactorily pass the proficiency exam to receive advanced standing.

All other students who do not fall within these categories must test out or complete the course.

Proficiency testing is available at all campuses. Call the Business Occupations Office for further information, 278-6395.

#### **106-132 Document Production 1**

#### **106-111 Shorthand 1**

#### **106-113 Shorthand 2**

### **Refund Policy**

As with all course refunds, the student must initiate the request for refund by filling out the course change form and taking it to Registration and Records at the Milwaukee Campus



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Title: ADVANCED STANDING

Code: EE0300

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or Student Services at the regional campuses. 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**

- A student should apply for advanced standing after being admitted to a program.
- Applications for Advanced Standing are available from the following offices:  
Milwaukee Campus - Counseling, deans, and Registration and Records  
Regional Campuses - Student Services
- The counselor or associate dean can provide information about the courses that may qualify for credit by exam.
- The dean/associate dean approves the application for advanced standing.
- The student must take the completed application to the Cashier's office for fee payment.
- The student must then take the receipted application to the Assessment Center of the Milwaukee Campus or the instructional office to schedule the exam.
- The exam is graded by the instructional division office and the results are sent to the registrar's office.
- The student is notified of the results of the exam by the registrar's office.
- Credit by examination is recorded on the student's permanent academic record and appears on the academic plan with a final grade of CE.

### **WORK EXPERIENCE EVALUATION**

Students may receive credit for work experience. Instructional departments may set a maximum number of credits granted in this manner. Evaluation of work experience is conducted by the instructional dean. A list of the course requirements is provided to the



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Title: ADVANCED STANDING

Code: EE0300

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applicant by the instructional dean/associate dean. These requirements may be verified by one or a combination of the following:

- Interview.
- Employer's verification of work experience.
- Written documentation and/or work sample.
- Skills demonstrated to an instructor or dean.

There is a nonrefundable per credit fee for each evaluation. The fee does not apply to course fees.

### **Refund Policy**

As with all course refunds, the student must initiate the request for refund by filling out the course change form and taking it to Registration and Records at the Milwaukee Campus or Student Services at the regional campuses. 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**

- A student should apply for advanced standing after being admitted to the program.
- Applications for Advanced Standing are available from the following offices:  
Milwaukee Campus - Counseling, deans, and Registration and Records  
Regional Campuses - Student Services
- The counselor or associate dean can provide information regarding the evaluation or work experiences and courses that may apply.
- The dean/associate dean approves the request and number of credits for advanced standing.



**ADMINISTRATIVE REGULATION  
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Title: ADVANCED STANDING

Code: EE0300

- The student then takes the completed application to the Cashier's office for fee payment.
- The student takes the completed application to the evaluator.
- The documentation of work experience is reviewed by the instructional department.
- The review results are sent to the Registrar's office.
- Work experience verification must accompany the approved Application for Advanced Standing.
- The student is notified of the results of the evaluation by the Registrar's office.
- Evaluation of work experience is recorded on the student's permanent academic record and appears on the academic plan with credits of WE.

Office of Responsibility: Student Services