

College Board Advanced Placement Tests (AP)

Credit for Prior Learning and Experience may be awarded to students satisfactorily passing Advanced Placement exams. The transfer is made as a non-course credit by exam credit from the official AP Exam. AP gives students an opportunity to take college-level courses and exams while still in high school. A good AP grade may indicate that the student would benefit from entering a more advanced course than the usual first-year course or should receive credit for a college course that they have not taken. AP Grades range from 5 to 1: 5-extremely well qualified, 4-well qualified, 3-qualified, 2 and 1-no recommendation. To receive college credit, MATC requires an AP score of three (3) or higher. Please submit an official AP score report to MATC's Admission Office.

MATC
 Attn: Admissions
 700 W. State St.
 Milwaukee, WI 53233

Advanced Placement Exam	MATC Course	MATC Credit
Arts		
AP Art History	ART 201	3
AP Music Theory	MUSIC 150	3
AP Studio Art 2-D Design	ANIM 101	3
AP Studio Art 3-D Design	ANIM 106	3
English		
AP English Language & Composition	ENG 201	3
AP English Literature & Composition	ENG 202	3
History & Social Sciences		
AP European History	HIST 201	3
AP Human Geography	SOCSCI 241	3
AP Economics: Microeconomics	ECON 201	3
AP Economics: Macroeconomics	ECON 202	3
AP Psychology	PSYCH 231	3
AP Government & Politics : United States	SOCSCI 221	3
AP United States History	HIST 206	3
STEM		
AP Biology	NATSCI 236	5
AP Calculus AB	MATH 231	5
AP Calculus BC	MATH 232	5
AP Chemistry	NATSCI 211	5
AP Computer Science	ITDEV 140	3
AP Environmental Science	NATSCI 233	3
AP Physics B	NATSCI 221	4
AP Physics C - Mechanics	NATSCI 221	4
AP Physics C - Electricity & Magnetism	NATSCI 222	4
AP Statistics	MATH 260	3
World Languages & Cultures		
AP Spanish Language and Culture	FLANG 202	4
AP French Language and Culture	FLANG 221	4

INTERNATIONAL BACCALAUREATE (IB)

The International Baccalaureate Organization (IB) authorizes qualified secondary schools to offer the IB curriculum and administer examinations. A student must be enrolled in an authorized school to be eligible to sit for IB examinations. The IB curriculum offers coursework at the higher level (HL) and the standard level (SL). Over 800 secondary schools in nearly 100 countries offer IB.

Milwaukee Area Technical College awards college credits for scores of 4, 5, 6, or 7 on higher level (HL) IB examinations. Additional credit will be awarded to students who complete the full diploma program. Please see page 32 for a listing of the IB tests MATC accepts.

To receive credit, please submit an official score report to MATC's Admission Office.

MATC

Attn: Admissions

700 W. State St.

Milwaukee, WI 53233

For more information about the International Baccalaureate Organization, please visit the following website: <http://www.ibo.org>

IB Course and Level	MATC Minimum Passing Score	MATC Course Equivalency	MATC Credit
Biology - HL	4,5,6,7	NATSCI 236	5
Biology - SL	5, 6, 7	NATSCI 236	5
Business and Organization - HL	4	BADM 299	3
	5,6,7	BADM 299	6
Chemistry - HL	4	NATSCI 110	5
	5,6,7	NATSCI 211 & NATSCI 212	8
Chemistry - SL	5, 6, 7	NATSCI 110	5
Economics - HL	4	ECON 299	3
	5,6,7	ECON 201 & ECON 202	6
English - HL	4	ENG 201	3
	5,6,7	ENG 201 & ENG 202	6
French - HL	4,5,6,7	FLANG 221 & FLANG 222	8
Geography - HL	4	SOCSCI 299	3
	5,6,7	SOCSCI 241	6
History - HL	4	HIST 299	3
	5,6,7	HIST 299	6
History of the Americas- HL	4	HIST 299	3
	5,6,7	HIST 211 & HIST 212	6
History of Europe - HL	4	HIST 299	3
	5,6,7	HIST 299	6
Mathematics - HL	4	MATH 211	4
	5,6,7	MATH 231 & MATH 232	8
Mathematical Methods - SL	5,6,7	MATH 211	4
Mathematical Studies - SL	5,6,7	MATH 211	4
Music - HL	4	MUSIC 299	3
	5,6,7	MUSIC 299	6
Philosophy - HL	4,5,6,7	SOCSCI 250	6
Physics - HL	4,5,6,7	NATSCI 221 & NATSCI 222	8
	5,6,7	NATSCI 139	4
Physics - SL	5,6,7	NATSCI 139	4
Psychology - HL	5,6,7	PSYCH 231	6
Social Anthropology - HL	5,6,7	SOCSCI 206	6
Spanish - HL	4	FLANG 202	4
	5,6,7	FLANG 211 & FLANG 299	8
Theatre Arts - HL	4	SPEECH 299	3
	5,6,7	SPEECH 212	6
Full Diploma	28 or above	Elective Credits	3

WORK EXPERIENCE EVALUATION

Work Experience 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 learning outcomes for the course credit requested. In addition to documentation, students may be asked to display specific skills and/or complete an interview to assess content knowledge

A student may earn credit for prior learning and experience 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.

There is a non-refundable fee charge for each evaluation. The charge will not apply to course fees. This fee is paid prior to the evaluation of work experience.

Approval and instructions must be obtained from the dean/associate dean of the appropriate subject area.

The associate dean can provide information about the courses that may qualify for work experience and the fee that will be charged to evaluate.

- The student pays at Cashier's Office.
- The student then goes to the dean/associate dean office.
- The dean/associate dean approves the Credit for Prior Learning and Experience.

Work experience is recorded on the student's permanent academic record and appears on the academic plan as NC.

Working adults, must present verifiable evidence from their employer to the dean/associate dean's office.

Life Experience Evaluation

Life Experience 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 learning outcomes for the course credit requested. In addition to documentation, students may be asked to display specific skills and/or complete an interview to assess content knowledge

Students may receive credit for life experience. Instructional departments may set a maximum number of credits granted in this manner. Evaluation of life experience is conducted by the instructional dean/associate dean.

There is a non-refundable fee charge for each evaluation. The charge will not apply to course fees. This fee is paid prior to the evaluation of life experience.

Approval and instructions must be obtained from the dean/associate dean of the appropriate subject area.

The associate dean can provide information about the courses that may qualify for life experience and the fee that will be charged to evaluate.

- The student pays at Cashier's Office.
- The student then goes to the dean/associate dean office.
- The dean/associate dean approves the Credit for Prior Learning and Experience.

Life experience is recorded on the student's permanent academic record and appears on the academic plan as NC.

Working adults, must present verifiable evidence from their employer to the dean/associate dean's office.

APPRENTICESHIP

Administrative Regulation and Procedure

(see Policy Reference F1100) This reference is related to student conduct and not APPRENTICESHIP

Students may request Credit for Prior Learning and Experience based upon apprenticeship credits (500 levels) or apprenticeship work experience. A minimum of 26 credits will be awarded for apprenticeship. Instructional divisions may set a maximum number of credits granted.

A student should apply for Credit for Prior Learning and Experience after being admitted to the program.

The counselor or associate dean will provide information regarding the evaluation of the apprenticeship and courses that may apply.

The instructional division reviews the apprenticeship program in which the student participated and evaluates the related course work and work experience documentation provided by the Department of Workforce Development Office, Bureau of Apprenticeship Standards pertaining to the specific apprenticeship served.

The apprentice may attempt a challenge exam to receive credit by exam credit.

The dean/associate dean approves the request and number of credits for Credit for Prior Learning and Experience.

Apprenticeship verification must accompany the approved Credit for Prior Learning and Experience application when submitted.

Credits by apprenticeship are recorded on the student's program plan as NC.

High School Dual Credit

High school students are eligible to receive technical college credit if they:

- Successfully complete a course taught by a high school teacher using a high school curriculum wherein the high school and the technical college have aligned curriculum competencies and developed an “Articulation Agreement.” Upon enrollment in a technical college, the student is awarded credit for the courses taken in high school (see below for process). All Wisconsin Technical Colleges will accept Advanced Standing from another technical college if the course is comparable to competencies and credits awarded at the second technical college.
- Successfully complete a course taught by a high school teacher using a college curriculum wherein the high school and the technical college have aligned curriculum competencies and developed a “Transcripted Credit Agreement.” Credit is entered onto an MATC transcript upon successful completion of the course.
- Successfully complete a Youth Apprenticeship or Certified Cooperative Education program (advanced standing credit awarded).
- Successfully complete a Youth Options or Course Options course at a technical college.
- Successfully completing a college course taught either on a college campus or on a high school campus by a college instructor through a contractual agreement.
- Advanced Placement and International Baccalaureate courses or high school courses that help students prepare to take an Advanced Placement or International Baccalaureate exam. Students are eligible to receive advanced placement and/or credit at participating college if their scores on the exam meet the postsecondary institution’s criteria (see AP/IB section).

High School Advanced Standing Process

MATC has articulation agreements with some high schools to award credit for competencies achieved in high school. These agreements are for individual MATC programs. Students must be admitted to a specific program and graduated from a high school in which we have an Articulation Agreement to be awarded Advanced Standing.

Advanced Standing credit expires 27 months after graduation from high school with the exception of those who enter the military directly from high school. After the student has successfully completed a semester at Milwaukee Area Technical College a predetermined number of credits are recorded on the official MATC transcript as TE.

- There is no fee for Advanced Standing by transfer of credit.
- A student should apply for Advanced Standing after being admitted to a program.
- The specialist can assist the student with the process of applying for Advanced Standing.

- A high school transcript with the school seal must accompany the Application for Advanced Standing.

Some articulation agreements require completion of a competency checklist. The competency checklist or recommendation signed by the high school instructor or an advanced standing issued by MATC must accompany the Application for Advanced Standing letter.

The dean/associate dean approves the Advanced Standing following the guidelines specified in the written articulation agreement.

The Advanced Standing Office notifies the student of the results of the Advanced Standing request.

Transfer of credit is recorded on the student's permanent MATC academic record and appears on the academic evaluation with a final grade of TE.

The math department approved the state language for Advanced Standing for Math 151 and Math 139. A student will be given advanced standing (waiving the requirement for a challenge exam) for Math 151 or Math 139 at MATC if:

1. The student enrolls at MATC within 27 months of high school graduation.
2. Has earned a grade of B or better in high school Algebra.
3. Has completed two additional courses earning a grade of B or better in Advanced Algebra/Algebra II, Geometry, Trigonometry, Pre-Calculus or Calculus.

Youth Apprenticeship and Wisconsin DPI Cooperative Education Skill Certification

Please visit the MATC website for the most up-to-date information.
(www.matc.edu)

REFUND POLICY

The **student** must **initiate** the request for **refund** by filling out the course change form and submitting it to Credit for Prior Learning and Experience (CPLÉ) . If a student successfully completes an evaluation of work experience, life experience or credit by exam during the first *four weeks* of the semester, the student receives a 100% refund for that course if officially enrolled. The date of request will be the determining factor for the percent of refund.

REVIEW AND APPEAL OF CREDIT FOR PRIOR LEARNING AND EXPERIENCE DECISIONS

If the student's request for Credit for Prior Learning and Experience is denied, the Credit for Prior Learning and Experience Office will inform the student. If the student elects to appeal the decision, he/she 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. The Dean will issue a final decision within 45 days of the request. The Credit for Prior Learning and Experience Appeal Application is available from the Credit for Prior Learning and Experience Office or the form is available below.

<https://www.123formbuilder.com/form-3749278/CPL-Denial-Appeal-Application>

This information is available at:

<https://mymatc.matc.edu/departments/academicaffairs/CreditForPriorLearning/Pages/default.aspx>

Milwaukee Area Technical College
CREDIT FOR PRIOR LEARNING and EXPERIENCE (CPLE)
DENIAL APPEAL APPLICATION

Submit application to: Registration Office, Downtown Milwaukee, S115A

Student Name _____ Student ID# _____
Last First MI

Address

Street City State Zip Code Phone# _____
Home/Work/Cellular (Circle One)

Program/Certificate Name _____ Program Code _____

Student's Signature _____ Date Submitted _____

List the MATC course(s) that is denied. Example: **MATH 230** (The course subject is **MATH** and the course number **230**)

Course Subject _____ **Course Number** _____

Course Subject _____ **Course Number** _____

The following items must be attached for review by the Dean of the Division Office in which the course was denied.
The decision of the Dean is final.

1. Copy of the letter received from the Credit for Prior Learning and Experience (CPLE), notifying you of the denial.
2. Copy of original Credit for Prior Learning and Experience (CPLE) application that was submitted.
3. Provide additional information that may reverse the denial.

I feel the denied Credit for Prior Learning Experience (CPLE) application should be reversed because

*** For Division Office only ***

Appeal Decision

Change Course: _____ **New Course information:** _____

Reason: _____

Denial Stands: _____

Reason: _____

Appeal Review Date: _____

Academic Dean _____

Print name and sign