



Title: CREDIT FOR PRIOR LEARNING AND EXPERIENCE	Code: D0402
Authority: Board Minutes, 10/22/85; 2/18/91; 3/28/00; 6/28/16	Original Adoption: 10/22/85 Revised/Reviewed: 10/26/18 Effective: 6/28/16

Introduction

A student or prospective student may apply for Credit for Prior Learning and Experience based upon work experience, military training, previous coursework, and/or successful completion of competency-based tests. This opportunity shall be publicized on the MATC website and MATC portal, as well as throughout the District in appropriate handbooks, catalogues, and promotional materials and faculty and staff communications.

The Dean, or his or her designee, of the respective instructional areas shall determine if Credit for Prior Learning and Experience will be granted and the amount of credit awarded. Students requesting Credit for Prior Learning and Experience for challenge exams, work experience or life experience are required to pay a fee for the requested credits, prior to the exam or evaluation. The fee covers the cost of the exams and evaluations.

Granting Credit for Prior Learning and Experience

The granting of Credit for Prior Learning and Experience is based upon a student's achievement. When appropriate, the Dean and/or the Associate Dean—will employ standardized credit and course equivalency guidebooks in making individual determinations. One or more of the following mechanisms may be used:

1. Successful completion (i.e., a grade of "C" or better) of a comparable course from a regionally accredited technical institute, college or university. Students may be requested to retake courses when course content is outdated. Credits must be earned during the time the institution was regionally accredited.
2. Having passed a standardized test (i.e., CLEP, AP, DSST, etc.).
3. Having passed an MATC Challenge Exam with a score at or above the minimum criteria level.
4. Review of a student prepared portfolio that outlines work experience, specialized training, work samples, and military training.
5. Successful completion of an apprenticeship program or having achieved journeyman status.



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6. Successful completion of an approved certification examination (e.g., the Certified Professional Secretary (CPS) and Professional Legal Secretary (PLS) examination).
7. Successful completion of an approved articulation program between a secondary school and MATC.

#### Review & Appeal of Credit for Prior Learning and Experience Decisions

If the student's request is denied, the student will be informed and provided with appeal information. If the student elects to appeal the decision, s/he 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 as soon as practicable.

Twenty-five percent (25%) of the total credits for an associate degree must be earned at MATC. Therefore, the maximum number of credits that can be achieved through Credit for Prior Learning and Experience cannot be more than the number that would bring a student to the minimum credit hours needed from MATC for graduation.

The procedures developed pursuant to this policy shall be available through the office of the Registrar in the Student Services Division and published on the MATC website under Credit for Prior Learning (CPLE).