

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 5.1.3

Title: Credit for Prior Learning (CPL)	
Originated By: President	Date: 6/8/2026
President / Board of Directors Approval Date: 1/15	
Revised by: CAO	
Revision/Review Date: 8/14, 1/15, 3/17, 3/19, 6/26	

Policy Statement: Credit for Prior Learning (CPL) is a process through which Manhattan Area Technical College awards academic credit for validated college-level learning acquired outside of traditional college coursework. CPL recognizes knowledge, skills, and competencies obtained through employment, military service, apprenticeships, workforce training, industry certifications, licensure, independent study, standardized examinations, and other educational experiences.

Credit awarded through CPL allows students to avoid duplication of previously mastered learning, accelerate completion of certificates and degrees, reduce educational costs, and support workforce advancement while maintaining the academic integrity of college programs.

All CPL credit awarded by the College shall be based upon demonstrated learning outcomes and competencies equivalent to those required in college courses. CPL credit shall be transcribed as credit type "PL" and shall not be calculated in the student's grade point average.

Rationale: Manhattan Area Technical College recognizes that significant learning occurs in a variety of settings beyond the traditional classroom. As a technical college serving workforce learners, military veterans, apprentices, incumbent workers, and adult learners, the College seeks to recognize validated learning regardless of where it occurs.

Credit for Prior Learning supports student success by:

- Reducing unnecessary repetition of previously mastered skills and competencies.
- Accelerating certificate, technical certificate, diploma, and degree completion.
- Supporting workforce development and career advancement.
- Increasing educational accessibility and affordability.
- Recognizing industry-recognized credentials and professional experience.
- Supporting military-affiliated students and apprentices.
- Creating pathways between non-credit and credit-bearing educational opportunities.

Types of Credit for Prior Learning:

Students may be eligible to receive CPL through one or more of the following methods:

A. Transfer and Articulated Credit

- a. Credit may be awarded for coursework completed at accredited institutions or through approved articulation agreements, dual credit, concurrent enrollment, Excel in CTE coursework, and other approved educational partnerships. Students must submit official transcripts for evaluation.

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B. Standardized Examinations

- a. The College recognizes nationally accepted examinations that demonstrate college-level learning.
 - i. Examples include:
 - Advanced Placement (AP)
 - College-Level Examination Program (CLEP)
 - DSST
 - International Baccalaureate (IB)
 - Cambridge International (CI)
 - Other examinations approved by Academic Affairs
- b. Credit shall be awarded according to published College equivalency standards.

C. Military Education and Training

- a. The College grants credit for military education, occupational training, and learning experiences equivalent to college coursework.
 - i. Students must submit official military documentation including:
 - Joint Services Transcript (JST)
 - Community College of the Air Force (CCAF) Transcript
 - Other approved military education records
- b. Military credit shall be evaluated by academic subject matter experts using guidance from the American Council on Education (ACE) Military Guide and other recognized evaluation resources.

D. Credit by Examination

- a. Students may demonstrate competency through challenge examinations developed or approved by the academic department.
 - i. Credit by examination may include:
 - Written examinations
 - Practical demonstrations
 - Laboratory evaluations
 - Skills assessments
 - Performance-based testing
- b. Academic departments shall establish minimum competency standards for awarding credit.

E. Prior Learning Assessment (PLA)

- a. Credit may be awarded for college-level learning acquired through non-collegiate experiences including:
 - Employment and occupational experience
 - Corporate or industry-sponsored training
 - Professional development activities

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- Independent study
 - Workshops, seminars, and conferences
 - Volunteer service
 - Civic engagement activities
 - Industry certifications and licenses
 - Journeyman credentials
- b. Students must submit supporting documentation demonstrating achievement of course learning outcomes and competencies. Academic departments may require interviews, demonstrations, portfolio reviews, or additional assessments before making a final determination.

F. Apprenticeship Credit

- a. Credit may be awarded for approved apprenticeship programs when apprenticeship competencies align with college curriculum and learning outcomes.
- b. Students must submit documentation verifying successful completion of apprenticeship training and related technical instruction.

G. Internal Career Education Pathways (Tech+)

- a. The College recognizes approved Workforce Development Education, Continuing Education, and other non-credit instructional offerings as pathways into credit-bearing programs.
- b. Students may receive advanced standing when:
- Approved pathway agreements exist.
 - The student successfully completes designated non-credit coursework.
 - Required competencies have been demonstrated.
 - The student is admitted into the applicable credit-bearing program.
- c. Advanced standing does not exempt students from placement requirements, developmental coursework, or program admission requirements.

Steps for Obtaining Credit for Prior Learning

1. The student must apply and be admitted to Manhattan Area Technical College.
2. The student must complete the online Credit for Prior Learning Request Form.
3. The student must select the applicable CPL type and upload all required supporting documentation.
4. Eligible requests will be routed electronically to the Chief Academic Officer (CAO) for review. The CAO may consult with the appropriate academic department, program faculty, and/or subject matter experts as necessary to evaluate the request and determine whether the documented learning meets established course competencies and learning outcomes.
5. Upon completion of the academic review, the student will be notified of the decision. If approved, the student will be notified of any applicable CPL evaluation fees and provided instructions for submitting payment through the College's online payment system.

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6. Following payment, when applicable, and successful completion of any required examinations, demonstrations, portfolio reviews, or other assessment components, the College will post approved CPL credit to the student's academic record and transcript.
7. Students will receive written notification once CPL credit has been posted or if the request **has been denied.**

Maximum Transfer and CPL Credit Allowance

Students may apply a maximum of seventy-five percent (75%) of the credit hours required for a credential through transfer credit and/or Credit for Prior Learning (CPL). A minimum of twenty-five percent (25%) of the required credit hours must be completed through coursework at Manhattan Area Technical College.

Submission Deadlines and Refunds

Students seeking Credit for Prior Learning (CPL) for a course in which they are currently enrolled are encouraged to submit their CPL request and all required supporting documentation as early as possible.

To be eligible for any tuition adjustment or refund, a complete CPL request and all required supporting documentation must be submitted prior to the applicable drop/withdrawal and refund deadlines established by the College. If CPL is approved for a currently enrolled course, any resulting tuition adjustment or refund shall be administered in accordance with the College's published drop/withdrawal calendar and registration policies in effect for the applicable term.

Students who fail to submit a complete CPL request within the established institutional deadlines shall remain responsible for all tuition, fees, and academic obligations associated with the course. The College reserves the right to designate specific courses, programs, fees, or instructional activities that are not eligible for tuition adjustments or refunds related to CPL.

Appeals Process

Students who disagree with a CPL determination may appeal the decision through the College's complaint process. Appeals must be submitted in accordance with the timelines, procedures, and requirements established in the complaint policy. The outcome of the Academic Complaint Process shall constitute the final institutional decision regarding the CPL request.