Nicolet College recognizes that prior to enrolling, a student may have acquired some of the skills, knowledge, and competencies included in programs offered by the College. The College will make every effort to ensure students receive credit for prior learning. At Nicolet, the Transfer of Credit process evaluates credits earned through formal education from an accredited post-secondary institution. The Advanced Standing process lets students seek credit for coursework completed in high school; completion of apprentice-related instruction; demonstration of subject-area competency through national examinations or District oral, written, performance, or practical exams; military education or experience; and experiential learning including but not limited to previous work experience, business and industry training, community service, or other life experiences.

Students interested in exploring credit for prior learning should contact Academic Advising or refer to the Nicolet website for more information.

**Transfer of Credit**

When students request to transfer credits from a nationally or regionally accredited institution of higher education to a certificate, diploma, or degree program at Nicolet, College staff conduct a credit evaluation. The following conditions and stipulations must be met:

1. Students must apply for admission and have official transcripts sent directly from the granting institution to Admissions at Nicolet.
2. Nicolet will grant transfer credit only for courses that apply to the student’s certificate, diploma, or degree program at Nicolet.
3. Transfer credits are not used in determining the student’s grade point average at Nicolet.
4. Only postsecondary credits earned at a nationally or regionally accredited institution of higher education and awarded a minimum 2.0 grade point on a 4.0 scale qualify for transfer.
5. Credits are accepted for transfer when course content is confirmed to be comparable.
6. Time limits shall not restrict the awarding of credit for prior learning unless Nicolet College has documented a specific programmatic reason for time limits.
7. For a student transferring from one Wisconsin Technical College System (WTCS) institution to Nicolet, credit awarded for courses meeting a general education requirement at one WTCS institution will meet the same general education requirement at Nicolet.
8. A student who has earned a postsecondary or professional degree from a nationally or regionally accredited institution of higher education will be granted credits towards fulfilling WTCS associate degree general education core requirements.
9. Students who qualify for 21 general education credits may need to complete some additional general education core requirements based on documented program-specific general education requirements.
10. Military education credits will be accepted for transfer in conformity with the recommendations of the American Council on Education.
11. International credits may qualify for credit for prior learning if the international credits are deemed comparable to credits offered by Nicolet College. Students seeking credit for international coursework must provide an official evaluation of academic credentials which has been completed by an approved organization/association (such as AACRAO).

The Registrar, in conjunction with the appropriate Academic Advisor and program faculty, will conduct the evaluation.

Advanced Standing with Credit

Advanced standing with credit may be granted when it is determined that an individual’s skills and knowledge are equivalent to the competencies in one or more courses in a certificate, diploma, or degree program. Recognition of advanced standing is an effort to minimize duplication of competencies attained from previous education, life, or work experience.

To be eligible for advanced standing, a student must first be officially accepted into a certificate, diploma, or degree program at Nicolet. The student should then contact their Academic Advisor for directions and assistance with the procedure.

Credits earned through this process do not count toward the minimum number of credits students must earn at Nicolet (see Maximum Amount of Credit for Prior Learning).

Guidelines for the following options for obtaining Advanced Standing credit can be found in the Nicolet College Catalog: High school coursework, written or performance examination, national examinations, work experience, registered apprenticeships, and experiential learning.

Maximum Amount of Credit for Prior Learning

Each candidate for a certificate, diploma, or degree must earn a minimum of 25% of the required technical studies, occupational specific, or liberal arts credits from Nicolet College. These established minimums cannot be met through Credit for Prior Learning.

Fees

There is no fee for evaluating and granting transfer credits.

For all advanced standing credits awarded, with the exception of high school articulations, registered apprenticeships, military education and experience, and
national examinations, a fee of 25% of course tuition and fees will be assessed for all credits earned through advanced standing. If a student is already enrolled in a class, the advanced standing evaluation must be completed during the first 14 calendar days of the semester, the first (seven) 7 calendar days during the summer session, or the first 15% of the class hours for courses shorter than a full semester. If credit is granted, the student will be withdrawn from the class with a 100% refund and will be charged the 25% advanced standing fee. Students on financial aid programs should consult with financial aid personnel before beginning the advanced standing procedure, since reducing the number of enrolled credits may have financial aid implications.

**Communication with Students**

Evaluation of credits earned from a post-secondary institution will be conducted for all students presenting official transcripts from a post-secondary institution when they meet with their Academic Advisor.

Specific information on the process for applying for Advanced Standing will be printed on the back of the Advanced Standing Request form and will be available on the Nicolet website, at the Welcome Center, and from the student’s Academic Advisor or individual instructors. Academic Advisors will encourage students to request credit for prior learning when reviewing their educational goals and achievements and assist them with the process.

**Communication with Faculty and Staff**

Faculty will be aware of credit for prior learning procedures, and will assist students in applying for advanced standing when appropriate. The form will be readily available to faculty and staff electronically and from the Registrar.

**Changes in Policy**

Any changes in the existing policy or procedures will go into effect with the start of a future semester. This will provide adequate time to communicate information regarding the change before the change takes effect. It will also allow students to complete the current process, if initiated, before the revisions go into effect.

**Equitable Treatment**

Nicolet faculty and staff will take the following steps to ensure equitable treatment of students requesting credit for prior learning:

1. All program students presenting an official transcript from another post-secondary institution will receive a transfer of credit evaluation.
2. There will be widespread availability of policies and procedures for obtaining credit for prior learning as described under “Communication with Students” above.
3. The procedure for initiating and completing the request for advanced standing will be streamlined and clear.
4. Faculty and Academic Advisors will be readily available to assist the student with the process.
5. Academic Advisors will perform the evaluation of transfer of credit and military credit; an appropriate faculty member will perform the evaluation for advanced standing.
6. The appropriate Dean will validate the credit award for advanced standing.
7. The Registrar will validate the level and number of credits being awarded.

**Review and Appeal Process**

**Transfer of Credit:** Official transcripts from accredited institutions will initially be evaluated for transfer credit by the Academic Advisor assigned to the student’s program. The Academic Advisor will consult program faculty if there is any question about comparable competencies. The transfer credit evaluation will be verified and approved by the Registrar.

**Advanced Standing:** Requests for advanced standing or other methods of credit for prior learning should be presented to the student’s Academic Advisor. The Academic Advisor will consult program faculty in the evaluation of advanced standing or credit for prior learning. The documentation of the student’s successful completion of the credit for prior learning evaluation will be forwarded to the appropriate Dean for validation and approval, then forwarded to the Registrar for posting to the student’s transcript. The Registrar will review the level and number of credits before posting.

**Appeal:** Students who are not satisfied with the outcome of their request for credit for prior learning should follow the Complaint and Grievance Procedure for Nicolet College Students, in AP 1.06 Student Standards of Conduct.