



Name: Credit for Prior Learning Policy
Category: Academic Policies
Subject: Advanced Standing
Owner: Vice President for Academic Affairs
Related Procedures: N/A
Related Forms: Advanced Academic Credit, High School Pathway Advanced Credit, Transfer Credit Re-evaluation

I. SCOPE

This policy amendment applies to current and prospective students who seek to have their learning acquired outside of formal higher education recognized by Delaware Tech.

II. POLICY STATEMENT

The College is committed to ensuring that all students, regardless of their background, have fair access to academic credit for the knowledge and skills they have acquired outside traditional classroom settings. An equitable and transparent credit for prior learning policy recognizes the diverse experiences of students and promotes a student-centered learning environment where prior accomplishments are valued, fostering a sense of belonging and recognition. This policy is intended to support consistency and transparency in the assessment and award of credit for prior learning.

III. POLICY

The Advanced Standing Policy appearing in the College Catalogue/Student Handbook is hereby deleted and the attached Credit for Prior Learning Policy is hereby substituted in lieu thereof.

IV. EFFECTIVE DATE(S)

This policy is effective August 1, 2025

V. FREQUENCY OF REVIEW AND UPDATE

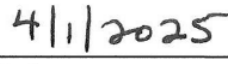
This College will review this policy annually and update it if necessary.

VI. SIGNATURE AND DATE OF APPROVAL

Approved by the President in accordance with Article IX of the Delaware Technical Community College bylaws.



Mark T. Brainard, President



Date

Credit for Prior Learning Policy

All students who have been admitted to the College in a degree-seeking program are eligible for review of credit for prior learning as it relates to the College's program requirements. Credits earned through credit for prior learning are not considered part of the residence requirement. (See the Credits in Residence policy for more information.)

Prior learning must align with existing courses/curriculum using the course description and course outcomes for guidance. Prior learning outcomes must demonstrate at least 70% of core course performance objectives (CCPOs) for a given course.

The College awards credit for prior learning through the following means:

- Industry credentials
- National for-credit examinations
 - DSST Exams (formerly DANTEs)
 - UExcel exams (formerly Excelsior College Examinations)
 - College Board College Level Examination Program (CLEP)
 - Advanced Placement (AP) exams
 - International Baccalaureate (IB) exams
- Prior learning portfolios that demonstrate mastery of program content through experiential learning and/or other means that are evaluated by Delaware Tech faculty.
- Institutional Challenge Examinations
- Career and Technical Education
- Military Training

Details regarding credit for prior learning are published on the College's credit for prior learning webpage. Other forms of credit for prior learning will be considered.

Prior learning credits will be designated on the transcript by the appropriate course title, course number, and number of credits awarded as aligned with the course/curriculum for which the credit was awarded. Credits are only posted to the transcript if/when credit is awarded.

Delaware Tech does not guarantee the transfer of credits awarded for prior learning to another institution of higher education. Each college/university has specific policies for how many credits and which courses are accepted through credit for prior learning and transfer.

A fee equivalent to tuition for one credit hour will be assessed for each course which a student attempts to complete by institutional challenge exam and/or prior learning/work experience portfolio assessment.

Fees are not charged for other types of credit for prior learning assessments.

Credits from Foreign Institutions

College-level credits earned at institutions outside the United States may be evaluated for transfer. Students will be required to submit transcripts with an official English translation by a

professional foreign educational credentials evaluation service such as Worldwide Educational Service, North American Educational Group, AACRAO International Education Services, or International Education Research Foundation, if the original language for the institution is not English.

Bachelor of Science in Nursing/Bachelor of Science in Education

Block credit will be awarded to students who have graduated from an accredited associate degree in nursing or nursing diploma program or have been internationally trained as registered nurses and have an active license in the United States. Upon approval of the BSN program leader or their designee, students who have completed one of these programs will be granted 65 credits toward the completion of the Delaware Technical Community College Bachelor of Science in Nursing.

Block credit will be awarded to students who have graduated from an accredited associate degree in elementary education program. Upon approval of the BSE program leader or their designee, students who have completed an associate degree in elementary education will be granted 61 credits toward the completion of the Delaware Technical Community College Associates of Arts in Teaching in Elementary Education degree.

Any credits in excess of the granted credits can be reviewed individually following the College's Evaluation of Transfer credit policy. The block credit is reliant on the student remaining enrolled in the bachelor's degree program. If a student changes programs, the student will be subject to a course-by-course evaluation.

Students must meet the [Credits in Residence](#) requirements to meet graduation requirements.

Age Limits on Courses

Delaware Tech does not apply blanket age limits to courses for the purpose of transfer in, meeting selective admissions programs' ranking/entrance procedures, or meeting program requirements in award completion. Age limits on courses for any of these purposes must be recommended by the relevant department chairpersons and approved by Academic Affairs administrators. Approved age limits on courses will be related to the competency(ies) students/graduates must demonstrate in the field, employment and other measures such as certification exams.

Approved time limits on applicability of courses to program admission and completion is available in program admission documents and on program web pages.

Evaluation of Transfer Credits

Credits from postsecondary institutions that are accredited by an agency recognized by the Secretary of the USD OE will be accepted, if they apply to the established curricula of Delaware Technical Community College (Delaware Tech) and meet other requirements listed below.

Transfer Credit Evaluation Process:

- The student must request and arrange for an official transcript from transferring institution to be sent to Delaware Tech.
- The student must be admitted to Delaware Tech before transfer credits will be evaluated or posted to the student's academic history/transcript.
- The Delaware Tech department chairperson who has oversight for the subject will evaluate course(s) for equivalent learning outcomes to a Delaware Tech course(s) when the following criteria is met:
 - The student earned a grade of "C" or better in the course being evaluated for transfer;
 - The course is applicable to a Delaware Tech major;
 - The course is eligible for transfer consideration based on the Age Limits on Courses Policy.
 - Approval of transfer credit for a course does not mean the transfer credit will satisfy selective programs' admission requirements or will apply to academic program requirements.

Approved Age Limits for Transfer In of Courses

Delaware Tech Program and Courses	Yr. Limit (Date Approved By Deans)
CIS – Computer Information Systems	5 years (9/14)
CNE - Computer Network Engineering Technology	5 years (9/14)
CSC – Computing & Information Systems	5 years (9/14)
ISY – Information Security	5 years (9/14)
ITN – Information Technology and Networking	5 years (5/18)
MLT-Medical Laboratory Technician	5 years (10/14)
WIS – Web Information Systems	5 years (9/14)

- Students requesting transfer credit may be required to provide supporting materials such as the course description(s) from the institution's catalog and/or course syllabus (syllabi) to complete the transcript evaluation.
- Once evaluation of the course(s) is complete, Delaware Tech will post all transferred courses to the student's Delaware Tech academic history/transcript.
- Notification of accepted and/or declined courses will be sent to students via the Delaware Tech email system.

- Students may inquire with the appropriate department chairperson about declined transfer courses.
- Transfer credits may not be applied toward the residency requirements of the College.
- Students may check with their department chairperson regarding time limits and applicability of transfer courses to program admission and completion. Information is also available in program admission documents and in program web pages.
- Transfer credits for developmental courses will be accepted if the Delaware Tech department chairperson responsible for the developmental course(s) approves the transfer course as equivalent to the Delaware Tech course(s). Transfer credit for a developmental course exempts relevant portions of the Accuplacer test.
- Students transferring to Delaware Tech with a previously awarded associate, baccalaureate, master, or doctoral degree from a postsecondary institution accredited by a U.S. Department of Education approved regional accrediting association will receive advanced standing (transfer) credit for Critical Thinking and Academic Writing (ENG101) and Composition and Research (ENG102).

Internal Career Education Pathways Guidelines

Internal Career Education Pathways Guidelines provide a bridge for completion of Workforce Development and Community Education (WDCE) non-credit programs/courses to advanced standing in designated Instructional Division credit programs/courses. A list of these approved opportunities is available from the campus WDCE office, the campus Registrar and academic counselors. To receive advanced standing, the student must:

- Successfully complete the approved WDCE course(s) and demonstrate mastery of course objectives as required for advanced standing.
- Request to receive advanced standing within the credit program's time frame for credit course transfer.
- Be admitted into the credit program.

Advanced standing for a non-credit course(s) does not exempt students from demonstrating college readiness. If the student's Accuplacer scores indicate they need developmental course work the completed non-credit course(s) does not exempt them from the required developmental courses.

Military Credits

Credits earned through military training and service with a grade of "C" or better may be evaluated for transfer if the courses were taken at a regionally accredited college or university. Courses must meet time limit guidelines, be applicable to a Delaware Tech major, and have equivalent learning outcomes to a Delaware Tech course. The American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services is used in the evaluation of military training and experience for academic credit.

Transfer-Back Policy

Students who have transferred from Delaware Tech without earning an associate degree, bachelor degree, diploma, or certificate may complete program requirements by transferring back courses that have been earned at other institutions and are approved as relevant to the award requirements of a major at Delaware Tech. If the student attended Delaware Tech within four consecutive terms, the transfer-back course(s) would be entered upon the student's record when the courses are accepted by Delaware Tech. If the student has not been enrolled in Delaware Tech for any of four consecutive terms, including summer, the student must follow the readmission process and current curricular requirements for graduation. Time limits on completed Delaware Tech courses, as well as courses being transferred back, must meet departmental guidelines. The student must satisfy all requirements for graduation, including credits in residence. *Courses completed more than five years ago will not be approved for transfer in to Delaware Tech. Courses completed at Delaware Tech or transferred in more than five years ago may only be applied to graduation requirements for students who have remained in active status (registered for courses and not requiring readmission).

Appeals Process

To appeal the evaluation or transferability of a course or credit for prior learning evaluation, the student must submit a written request to the department chairperson responsible for the course for re-evaluation of advanced standing credit. The appeal must be made within 60 days of the notification of the declined course(s). Upon receipt of the appeal, the department chairperson will submit a copy of the appeal to the dean of instruction or their designee. The department chairperson will inform the student in writing within 14 working days if additional documentation for further evaluation is needed. The department chairperson will inform the student in writing of the final transfer credit decision.