



# Petition for Credit for Prior Learning

Date: \_\_\_\_\_

## Credit for Prior Learning Eligibility: (Check all that apply)

- Credit by Exam
- Industry Certification
- Portfolio
- Military Joint Service Transcripts
- Baccalaureate (IB)

## Student Information

Birth Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name (Last, First, MI): \_\_\_\_\_

Telephone #: \_\_\_\_\_

Course # (Math 52)	Course Title (Intermediate Algebra)	Units (4.0)
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Grade Basis Selection: \_\_\_\_\_ A, B, C, D, F Grading **or** \_\_\_\_\_ Pass/No Pass Grading

My rationale for this request is as follows:

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I hereby petition to take the above-listed course in accordance with the rules governing Credit for Prior Learning as set forth in the College Catalog. I understand all steps must be completed in order.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Step 2: Eligibility Verification (Completed by Admissions and Records)

- Currently enrolled in the semester in which the exam is to be taken
- In Good Academic Standing (Not on Warning, Probation, or Dismissal)
- Less than 15 units earned through credit by examination
- Not currently enrolled in the course to be challenged
- Not currently enrolled in nor received credit for a more advanced course in the same subject (*may be waived by dept*)
- Grade Basis Selection
- The course is listed in the current Woodland Community College or Yuba College Catalog

## Step 3: Examination Completion

Grade Basis: \_\_\_\_\_ A-F **or** \_\_\_\_\_ P/NP Exam/Portfolio Grade: \_\_\_\_\_ Exam Date: \_\_\_\_\_

Instructor of Record (*please print*): \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator of Academic Area Signature

\_\_\_\_\_  
Date

## Step 4: Examination Posting (Office Use Only)

Subject/Catalog ID: \_\_\_\_\_

Date Recorded: \_\_\_\_\_

Course Number: \_\_\_\_\_

Records Technician: \_\_\_\_\_

## **Yuba Community College District Credit for Prior Learning Procedure**

Students wishing to take a course through credit by examination are encouraged to informally discuss the matter with the department chair/director and instructor prior to initiating the formal process.

**All steps must be completed in the order listed or the Petition for Credit for Prior Learning will not be processed.**

The Petition for Credit for Prior Learning must be completed prior to the end of the current semester or session.

### **Procedure:**

1. Student obtains a Petition for Credit for Prior Learning from the Counseling Department.
2. Student completes the Step 1 Student Information portion of the form and submits it to the Admissions and Records for verification of eligibility.
3. Admissions and Records verifies eligibility and grade basis selection. This process may take from 5 to 7 business days depending upon the time of the year.
4. Student meets with the Division Dean to receive approval for the petition. If approved, an instructor is assigned to administer the exam or review the portfolio and the student makes arrangements to take the exam or submit the portfolio.
5. Student takes approved petition to Admissions and Records.
6. Student submits approved petition to the instructor administering the exam and/or other method of assessment. The instructor will record the date of the exam and/or portfolio and the grade received, attach the assessment materials, and forward the completed petition to the Division Dean.
7. The Division Dean will review and sign the petition, and forward it to the office of the appropriate instructional dean.  
Completed assessment materials must remain on file with the department/program for three years.
8. The office of the appropriate instructional dean will assign a course number for the exam or other method of assessment and forward the petition to Admissions and Records to be processed.
9. Admissions and Records will post the course and assigned grade to the student's record. The petition will be retained in the Admissions and Records Office.

\*For CLEP information please see the following links:

- YC- <https://yc.yccd.edu/admissions/assessment/>
- WCC- <https://wcc.yccd.edu/admissions/transcripts-evaluation/>