



Academic Credit for Prior Learning
Office of Enrollment Services
Yakima Valley College

Please print clearly

Form with two columns: Student ID Number and Last Name, First Name, Middle Initial

Under guidelines approved by the Academic Credit for Prior Learning (ACPL) Advisory Committee, students may petition courses in which they believe they have substantial prior learning. This may be through (a) course challenges, (b) course crosswalks, or (c) a combination of a course challenge and a course crosswalk. This policy provides department faculty with a way to grant credit in appropriate courses to students who demonstrate mastery of the course outcomes. More information on Course Challenges and Course Crosswalks is available at: https://www.yvcc.edu/admissions/get-credit-for-what-you-know/

The policy for petitioning for ACPL is outlined below:

- Students may only petition course(s) they have not received college credit at any accredited institution.
The student cannot be enrolled in the course being petitioned.
ACPL does not count towards the residency requirement.
Department faculty will determine which, if any, of their courses may be petitioned.
A course may be petitioned only once. ACPL may be made to the Dean of the appropriate division.
Course petitions must be completed prior to the day grades are due each quarter.
An unsuccessful course petition will not be posted.
A passing letter grade or "S" grade or a letter grade will be submitted to the Office of Registration & Records by the instructor who oversees the petition process.
ACPL courses will not count toward Financial Aid requirements for satisfactory progress.
Students should insure future programs and institutions they intend to transfer to will accept ACPL.
ACPL courses will be added to the transcript approximately 10 working days after the quarter ends.

Process

- The student meets with the designated ACPL Faculty of the class to be challenged and/or crosswalked. The ACPL Faculty must complete and sign the back of this petition before the student can proceed to the next step.
Pay the cashier a non-refundable \$25.00 per credit fee for course challenge administration and transcription and/or a \$10 per credit fee for crosswalk course evaluation and transcription.
See the designated instructor to schedule the course challenge date and/or bring the required documentation for a course crosswalk.
Upon successful completion of the petition, the instructor must sign and email a copy the petition, marked PAID and any needed documentation to the Office of Registration & Records. registration@yvcc.edu

Certification/Document Release Authorization (Course Crosswalks Only)

I, _____, give permission for _____ to release information to Yakima Valley College (YVC) for the purpose of confirming my completion of the _____ degree/certificate/licensure. My permission will remain in effect unless I revoke this permission and I also understand that I can revoke this consent at any time.

Form with two columns: Student Signature and Date

--	--

I affirm that I have read the ACPL policy, and I agree to all terms and conditions of the policy. I further affirm that I understand the ramifications of the limits on using courses with "S" grades.

Student Signature	Date
-------------------	------

Course(s) To Be Challenged (Completed by Faculty)

If the student is challenging multiple courses from different departments, a separate form must be complete for each department. Please circle CRT for Individual Industry Certifications, OCW for Occupational Crosswalks, ACE for American Council on Education, JST for Joint Services Transcript and CLG for Course Challenges

Course	Item Number	Type of ACPL (Circle one)	Credits	Grade	Fees
BAS 402		CRT <u>OCW</u> ACE JST CLG	10		\$100.00
BAS 403		CRT <u>OCW</u> ACE JST CLG	10		\$100.00
BAS 404		CRT <u>OCW</u> ACE JST CLG	10		\$100.00
		CRT OCW ACE JST CLG			
		CRT OCW ACE JST CLG			

ACPL Faculty Contact

The ACPL Faculty Contact authorizes the student to challenge/crosswalk the above course(s) and will assign an instructor to administer the course challenge and/or verify the documentation for a course crosswalk.

ACPL Faculty Contact Signature	Date
--------------------------------	------

Cashier Office Validation

The student has paid a non-refundable course challenge transcription fee of \$25 per credit and/or a \$10 per credit crosswalk transcription fee.

Total Number of Credits	Verification
Total Fee paid	

Instructor that Administered the Challenge Examination Signature

The student has passed the course challenge and/or met the criteria for a course crosswalk in accordance to departmental policy. The instructor will sign and complete this petition and forward it to the Office of Registration & Records.

Instructor Signature	Date
----------------------	------

Internal Use Only

Term <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring	Year	Comments:
Approval: The student has a prior YVC transcript and is not registered in any challenged course. <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Crosswalk Exempt	Initials	