



Non-Traditional Learning Credit Petition
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 Non-Traditional Learning Advisory Committee, current 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.

More information on Course Challenges and Course Crosswalks is available at: http://www.YVC.edu/admission/Pages/GetCreditForWhatYouKnow.aspx.

The policy for petitioning for non-traditional learning credit 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.
Credit earned as non-traditional learning credit 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. Appeals of the Non-Traditional Learning Credit Petition 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.

Process

- The student meets with the designated Non-Traditional Learning Credit Faculty of the class to be challenged and/or crosswalked.
Pay the cashier a non-refundable \$25.00 per credit fee for course challenge transcription and/or a \$10 per credit fee for crosswalk course 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 forward the petition to the Office of Registration & Records.

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 Non-Traditional Learning Credit 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.

Course	Item Number	Type of NTLC (Circle one)	Credits	Grade	Fees
		Course Challenge    Crosswalk			
		Course Challenge    Crosswalk			
		Course Challenge    Crosswalk			
		Course Challenge    Crosswalk			
		Course Challenge    Crosswalk			

**Department Head/Course Challenge Faculty**

The Department Head and/or Course Challenge Faculty 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.

Department Head 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	