



<b>Student Information</b>	
Last Name, First Name, Middle Initial	STUDENT ID #

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/>.

Course Challenges and Crosswalks credits are limited to the 15 restricted elective credit maximum in the DTA in accordance with the Intercollege Relations Commission - Direct Transfer Agreement (DTA) Associate Degree Course List Part II: Restricted Subject Areas for Transfer, Appendix B. The full list can be found by visiting <https://www.washingtoncouncil.org/icrc>.

The process for petitioning for ACPL is outlined below:

- Students may only petition course(s) they have not received college credit at any accredited institution.
- Once the quarter starts the student cannot be enrolled in the course being petitioned.
- ACPL does not count towards the 30-credit residency requirement at YVC.
- Department faculty will determine which, if any, of their courses may be petitioned.
- A course may be petitioned only once. ACPL request 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 on the student's transcript.
- A passing letter grade or "S" grade or a letter grade will be submitted to the Registration & Records Office by the instructor who oversees the petition process. A notation will be added in the quarter that ACPL is added and will note the way in which the credit was earned.
- 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**

1. The student meets with the designated ACPL Faculty of the class to be challenged and/or cross-walked. The ACPL Faculty must complete and sign the back of this petition before the student can proceed to the next step.
2. Students 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.
3. See the designated instructor to schedule the course challenge date and/or bring the required documentation for a course crosswalk.
4. Upon successful completion of the petition, the instructor must sign and email a copy of the petition, marked PAID and any needed documentation to the Office of Registration & Records. [registration@yvcc.edu](mailto: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.

Student Signature X \_\_\_\_\_ 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 X \_\_\_\_\_ 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 (check one)	CREDIT	GRADE
		<input type="checkbox"/> CRT <input type="checkbox"/> OCW <input type="checkbox"/> ACE <input type="checkbox"/> JST <input type="checkbox"/> CLG		
		<input type="checkbox"/> CRT <input type="checkbox"/> OCW <input type="checkbox"/> ACE <input type="checkbox"/> JST <input type="checkbox"/> CLG		
		<input type="checkbox"/> CRT <input type="checkbox"/> OCW <input type="checkbox"/> ACE <input type="checkbox"/> JST <input type="checkbox"/> CLG		
		<input type="checkbox"/> CRT <input type="checkbox"/> OCW <input type="checkbox"/> ACE <input type="checkbox"/> JST <input type="checkbox"/> CLG		
		<input type="checkbox"/> CRT <input type="checkbox"/> OCW <input type="checkbox"/> ACE <input type="checkbox"/> JST <input type="checkbox"/> CLG		

**Faculty Program Advisor**

The Faculty Program Advisor 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 X \_\_\_\_\_ 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: \_\_\_\_\_

Total Fee paid: \_\_\_\_\_

Dental Hygiene Bridge Account (XD):

Verification: \_\_\_\_\_

**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 X \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE IN THIS SECTION - FOR OFFICE USE ONLY**

Term: \_\_\_ Summer \_\_\_ Fall \_\_\_ Winter \_\_\_ Spring Year \_\_\_\_\_

Approval: The student has a prior YVC transcript and is not registered in any challenged course.

\_\_\_ Approved \_\_\_ Not Approved \_\_\_ Crosswalk Exempt

Staff initials \_\_\_\_\_

Comments: \_\_\_\_\_

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Executive Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.