

Ways to Petition for Credit for Prior Learning

It is possible for SVCC students to petition for credit for prior learning. A maximum of 30 credits gained through any prior learning can be used toward a degree and up to 50 percent of the credits earned through prior learning may be applied toward a certificate at SVCC. Note that acceptance of credit for prior learning varies among transfer institutions.

This packet provides directions on how students can petition for class credit based on (1) Evaluation of Work Experience, Technical/Vocational Training, or Other Learning Experiences, (2) Proficiency Examination, or (3) or Credit by Certification, License, or Registry. For a complete description on how students may earn credits based on prior learning, please see the most current SVCC catalog under Policies and then under Alternative Credit Options.

Notes: There is a processing fee for each of the three requests listed below. Credit for prior experiences does not count toward the residency requirement for a certificate or degree at SVCC except for credits by proficiency examination. **Fifteen hours toward a degree or 25% of the required credits for a certificate must be completed at the college prior to awarding credit for prior learning for degree or certificate seeking students.**

Use the following descriptions to determine the best method for students to petition for credit.

Method 1. Evaluation of Work Experience, Technical/Vocational Training, or Other Learning Experiences

Credit by Evaluation certifies knowledge gained through work experience, technical or vocational training, and other learning experiences. First, relevant work experience in which a body of knowledge is parallel to SVCC courses will be evaluated by an appropriate faculty member and an academic dean. Second, based on the recommendations of the faculty member and academic dean, credit may be given by the Vice-President of Academics and Student Services. A maximum of 15 semester hours may be earned through evaluation of work experience, technical/vocational training, or other learning experiences.

Method 2. Proficiency Examination

Proficiency examinations may be taken for certain courses or programs upon petition by the student. These proficiency examinations are open to those students who, in the judgment of the academic Dean and Vice President of Academics and Student Services, may potentially meet the course outcomes through previous course work, experience, or a combination of both. A proficiency examination will be devised by an appropriate SVCC faculty member who will also administer and grade the proficiency exam. Passing the proficiency exam will result in attaining course credit if approved by the appropriate academic Dean and Vice President of Academics and Student Services. A maximum of 15 semester hours may be earned through proficiency examinations.

The following restrictions apply to proficiency examinations:

- They may not be taken to raise a grade, remove a failure, or replace an incomplete;
- They may not be taken before the student is admitted to SVCC;
- They may not be taken more than once in a given course;

- They may not be taken in a course that is below the level of previous course work that the student has completed; and
- They may not be taken in a course which the student has previously audited or in which he/she has enrolled.

Method 3. Credit by Certification, License, or Registry

Students who have successfully completed state and/or national certification, licensing and registry examinations may request SVCC course credits. The credit must be applied in a program in which the student is currently enrolled.

The Credit by Certification, License, or Registry form must be completed to request credit recognition for a state or national exam passage. The appropriate academic Dean and the Vice-President of Academics and Student Services will make the final determination to award credit.



Sauk Valley Community College
Petition for Credit for Prior Learning

Evaluation of Work Experience, Technical/Vocational Training, or Other Learning Experiences

Student Information

Student's Name (first, middle, last): _____ Student ID #: @ _____

Address: _____
 Street City, State and Zip Code

Telephone Number (home/cell): _____

Program and Course Information

Use the SVCC Catalog to help complete the following section.

1. Student Program of Study (indicate degree or certificate): _____

2. What course(s) is the student requesting credit for? Include the Prefix/Course Number and number of credit hours (for example, ACC 101, 4 credits):

Rationale/Justification for Petition for Credit

Section A. Information from the Student

Use the text box below to justify why this credit should be granted. Include:

- Place and dates where work/experience was gained
- Name of Supervisor
- Types of work/experience

Section B. Information from the employer(s) to support section A above.

Provide:

- Attach a signed letter from employer/supervisor(s) that verifies student work/experience
- Dates of work/experience (from-to)

Date

Student's Signature

Approval

The program faculty, appropriate academic Dean and the Vice President of Academics provide their recommendation or approval for this petition for credit.

Date

Instructor's Signature

Recommended: Yes ___ No ___

Date

Dean's Signature

Recommended: Yes ___ No ___

Date

Academic Vice President's Signature

Approved: Yes ___ No ___

(To be completed by SVCC Business Office) Fee of _____ (\$20 per credit approved)

Date _____ Received by Business Office _____
Signature

Return to the Office of Admissions, Records and Enrollment Services

Date _____ Registrar's Signature _____



Sauk Valley Community College
Petition for Credit for Prior Learning
Proficiency Examination

Student Information

Student's Name (first, middle, last): _____ Student ID #: @_____

Address: _____
 Street City, State and Zip Code

Telephone Number (home/cell): _____

Program and Course Information

Use the SVCC Catalog to help complete the following section.

1. Student Program of Study (indicate degree or certificate): _____

2. What course(s) is the student requesting credit for? Include the Prefix/Course Number and number of credit hours (for example, WLD 106, 2 credits): _____

Rationale/Justification for Petition for Credit

As evidence that I have mastered the requirements of this course, I submit the following statement of experience, accomplishments, and competencies, and I request to take a proficiency examination to validate these competencies.



Date

Student's Signature

Instructor and Proficiency Examination Information

The student or the student representative will contact the instructor who will provide a proficiency examination for the course(s) listed above. The instructor hereby certifies that the proficiency examination is a comprehensive examination that will cover the course learning outcomes as determined by the course outlines. This proficiency examination should be supported by the department's faculty and/or appropriate academic Dean. The instructor has discussed with the student what academic material will be covered in the exam and how the student will be evaluated. The student will pass the proficiency exam if the student completes the proficiency examination with a percentage grade of 70% or higher.

Instructor Name (who will provide and evaluate the proficiency examination): _____

A proficiency test has been scheduled:

Date _____ Time _____ Room _____

Test to be administered by: _____

Date Signature of Instructor

Payment

Students must show proof of payment before taking the proficiency exam. A fee of \$20 per credit hour is required.

*To be completed by SVCC Business Office

Fee of _____ (\$20 per credit)

Received by Business Office _____

Date Signature

Approval

The program faculty, appropriate Dean and the Vice President of Academics provide their recommendation or approval for this petition for credit.

Date Instructor's Signature Student passed the proficiency exam
Yes ___ No ___

Date Dean's Signature Recommended: Yes ___ No ___

Date Academic Vice-President's Signature Approved: Yes ___ No ___

*Return to the Office of Admissions, Records and Enrollment Services

Date _____ Registrar's Signature _____

Sauk Valley Community College

Petition for Credit for Prior Learning

Credit by Certification, License, or Registry

Student Information

Student's Name (first, middle, last): _____ Student ID #: @ _____

Address: _____
Street City, State and Zip Code

Telephone Number (home/cell): _____

Program and Course Information

Use the SVCC Catalog to help complete the following section.

1. Student Program of Study (indicate degree or certificate):

2. What course(s) is the student requesting credit for? Include the Prefix/Course Number and number of credit hours (for example, NRS 101 and NRS 103 (CNA), 8 credits):

Rationale/Justification for Petition for Credit

Student has successfully passed a certification, license or registry exam.

Name of certification, license, or registry exam: _____

State or National Organization: _____

Date of Passage: _____

Date

Student Signature

Note to student: A letter verifying certification, licensure or registry passage from the state or national organization must be sent directly to the appropriate academic Dean. This letter will provide evidence of passage so the Dean and Academic Vice-President may evaluate the petition for credit.

Approval

The academic Dean and the Academic Vice President must provide their recommendation or approval for this petition for credit.

Date Dean's Signature Recommended: Yes ___ No ___

Date Academic Vice President's Signature Approved: Yes ___ No ___

To Be Completed by the SVCC Business Office
Fee of _____ (\$20 per credit approved) Received by Business Office _____

Date _____ Signature _____

To Be Completed by the Office of Admissions & Records

Date admitted _____, 20__

