



Credit for Non-Traditional Learning Application

Overview

Students may attempt to earn credit by course challenge or extra-institutional learning (documentation of industry certifications, or by providing documents which confirm alignment with occupational crosswalks). A student must meet with the program dean, to see if credit for non-traditional learning is available. If available, the appropriate forms must be completed and payment rendered. Once payment is rendered, the student must take a copy of their receipt and form to the instructor. After the instructor determines if credit for non-traditional learning is to be awarded, the form must be submitted to the registrar.

Acknowledgments

- ***The cost to challenge a course or petition to receive credit for industry certifications or occupational crosswalks is \$75 per course.*** This fee is waived for course challenge due to lack of clarity on Joint Service Transcripts.
- The fee to challenge or petition is nonrefundable, regardless of the outcome.
- Students may not receive credit for courses which they have previously earned a failing or unsatisfactory grade, whether taken at Renton Technical College or elsewhere.
- The number of credits awarded for course challenge, industry certifications, and crosswalks may not exceed 75% of the requirements for the credential a student is seeking.
- Students may only challenge courses approved by the program dean and instructor.
- Course challenge for an individual course, regardless of how many credits, will typically not exceed one hour in time for the assessment.
- Credits awarded for non-traditional learning may not be accepted in transfer by another institution, subject to their policies.
- Partial course credit is not awarded.
- Students may only challenge or petition a specific course one time.
- There is no charge for petitioning to receive credit for College Success 101 based upon established procedures.
- There is no charge for credit transcribed based on the HS 21+ Transitions Portfolio course.
- A receipt, verifying payment, must be presented to the instructor prior to assessment.
- If a student is unsuccessful in their petition or challenge and needs the course to earn a credential, they will need to register and pass the class in the regular manner.
- If credit is awarded, it will be transcribed in accordance with the State Board for Community and Technical College procedures.
- Courses that do not apply to a credential may not be challenged or petitioned.
- If credit is awarded, it will be noted on the transcript with a grade of S.

I have read and understand the above overview and acknowledgements:

Student Name: _____

Signature: _____

Date: _____



Name: _____

Student ID #: _____

Program of Study: _____

Instructor: _____

Course ID: _____

Credits: _____

Title: _____

Student Signature: _____

Date: _____

Dean's Signature: _____

Date: _____

Please choose one option:

- Course Challenge:** I request to take a course challenge assessment for the above course. I understand that the course challenge process may entail a written, oral, or performance evaluation or any combination thereof. Any credit awarded will be done so based on demonstration of knowledge and/or competency which meets the established learning outcomes at a level equivalent to that of other learners for the course.
- Credit for Industry Certification or Occupational Crosswalk:** Credits may be awarded based upon existing crosswalks or certification equivalencies or students may seek to create a new equivalency or crosswalk. Instructors will review the certifications or occupational information to determine which individual course outcomes may have been met.
- High School 21+ Portfolio Review:** Credits are awarded at the end of the Transitions Portfolio course, which is required for all students seeking a diploma from the HS 21+ program.

Credit awarded for course challenge, industry certification or occupational crosswalks may only be attained for demonstrable college level knowledge and competency meeting the established learning outcomes at a level equivalent to that of other learners for the course.

Based upon written, oral, or performance evaluation or any combination thereof or thorough review and evaluation of the industry certificate or occupational crosswalk:

(Please circle the appropriate response)

Credit should be awarded for the evaluated course.

Credit should NOT be awarded for the evaluated course.

Instructors should attach either a written statement explaining how the student did or did not fulfill the requirement(s), and/or copies of any examinations given, including scores, and/or a copy of the industry certification or occupational crosswalk and send this form and appropriate documentation Enrollment Services.

Instructor Signature: _____

Date: _____