



Petition for Credit by Prior Experiential Learning (PEL)

Definition: Knowledge and skills acquired through experience alone, evaluated subjectively by faculty with subject matter expertise via an evaluation of a compilation of work (i.e., a portfolio).

- PEL may not be offered for all courses, including where faculty with subject-matter expertise are unavailable.
- Only courses that are active, preexisting, documented in the current catalog, in current master course outlines (MCOs), and in recent syllabi may be used for the awarding of credit by Prior Learning Assessment (PLA). Approved courses do not have to be offered every quarter to be considered active.
- Credit Limitation: Credit awarded for PEL shall not exceed 25% of credits required for certificate or degree.
- Prerequisite(s): In preparing a PEL portfolio for review, the student may need to show experiential learning for relevant course outcomes of the prerequisite(s) as well as for the petitioned course, but credit will not necessarily be awarded for the prerequisite(s).
- Challenge Exam: Credit by PEL will not be awarded if a challenge exam exists for the relevant course.

Student Name _____ SID# _____
Last First

Telephone _____ Shoreline E-mail _____

I am petitioning for credit by PEL during _____, and affirm I am enrolled for credit at Shoreline during this quarter.
Quarter/Year

I acknowledge the requirements above and agree to guidelines as stated in Policy [5164](#) and corresponding [Procedures](#) for requesting Prior Experiential Learning credit:

Student Signature: _____ Date: _____

Petition Process (9 Steps):

- STEP 1** Student submits all official transcripts to Enrollment Services for transcript evaluation.
- STEP 2** Student brings transcript evaluation results to meet with an academic advisor regarding feasibility, options, and application process for prior experiential learning credit. If credit is appropriate, academic advisor will direct student to appropriate faculty subject-matter expert(s).
- STEP 3** Student completes petition (one form per division) and meets with appropriate faculty subject-matter expert to determine best way to demonstrate skills and/or knowledge.

COURSES FOR WHICH STUDENT IS SEEKING CREDIT *(1 form per Division, completed by faculty subject-matter expert)*

Course #	Course Title	Credits	Name of Faculty Subject-Matter Expert	Faculty initials, approving PEL Plan Proposal for student to complete	Date

PORTFOLIO OR OTHER DETERMINED REQUIREMENTS *(to be completed by faculty subject-matter expert):*

Total # of Courses Requested _____

(More steps on reverse side)

STEP 4 Student brings this petition to the Cashier and pays associated, nonrefundable fee(s), \$200/course. Proof of payment will be recorded on the petition.

FEE PAYMENT To be completed by Cashier- Cashier initials (attach copy of receipt) _____ Date _____ **PLA fees** _____ \$ _____
(to be completed by cashier)

STEP 5 Student submits this petition, including proof of payment (above) to division dean. Division will maintain a copy of this petition and forward a copy to faculty subject-matter expert; student maintains original copy.

PRINT DIVISON DEAN NAME _____ **SIGNATURE** _____ **Date** _____

STEP 6 Student submits portfolio to faculty subject-matter expert by the end of the seventh week of the quarter (or summer "equivalent"). Any incomplete portfolio may be disqualified or delayed until the next quarter for consideration.

STEP 7 Faculty subject-matter expert reviews student submission. The faculty determines whether the petitioned course(s) are approved for credit and forwards signed petition, along with related documents, to the dean.

PLA APPROVAL USE ONLY

Course #	Course Title	Credits, if approved	Faculty Subject-Matter Expert Name	Faculty Signature

Total Courses Approved _____

STEP 8 The dean reviews the petition, then notifies student of the decision and forwards petition and scanned copy of portfolio to Enrollment Services for record retention. The student may appeal the PEL decision via the college's Student Grievance Procedures – Academic Evaluation Policy 5035.

PRINT DIVISON DEAN NAME _____ **SIGNATURE** _____ **Date** _____
Division will maintain student PLA files for 5 quarters

STEP 9 Enrollment Services transcribes credit ("P" only, not numerical grade) and notifies student via their Shoreline email after transcription has been completed.

PRINT DIRECTOR, ENROLLMENT & FINANCIAL AID SERVICES/Registrar NAME _____ **SIGNATURE** _____ **Date** _____

Enrollment Services will retain this petition together with all documentation of portfolio in student's file.