Request to Award Non-Traditional Credit

Name: ___________________________________ Student ID #______/______/______
(Last Name) (First Name) (M.I)

Other names included on your transcript/s or other documentation: ________________________________

Note: We communicate with you using your BC Student Email Address only. Create your account at http://bellevuecollege.edu/netid/ before submitting this request.

Take the following steps to request a review for Non-Traditional Credit:

1) Apply for admission to Bellevue College. Returning students must reapply if more than one-year has passed since your last enrollment.
2) Indicate the type of non-traditional credit you are requesting.
   - Credit by Testing – Submit this form and an official copy of your test scores to Student Central.
   - Prior Experiential Learning (Portfolio review for courses numbered 100 or above) – Go to Section One
   - Extra-Institutional Learning – Submit this form and official copies of all certifications, and/or official transcripts documenting your training and coursework to Student Central.
   - Course Challenge (formerly credit by examination) – Go to Section Two

Section One: Prior Experiential Learning

Note: Use this option if you wish to receive credit for college level courses numbered 100 or above. HS21+ students must contact the department to develop a portfolio plan.

1. Work with your faculty advisor to develop a portfolio plan, and obtain faculty signature below.
2. If required by faculty, register for a Portfolio class and pay the required tuition and fees.
3. Submit this form to Student Central for processing and then pay the Prior Experiential Learning fee at the Student Financial Services Office. The fee is 40% of the current tuition and fee rate.

I (print faculty name)____________________________________ have developed a portfolio plan with this student to receive credit for the course listed below. Once this student successfully completes the required work, I will notify the Evaluations Office in writing using the Credit/Course Exceptions form. **Note: prior to reviewing the portfolio, the student must provide you with a receipt showing payment of the fee.**

<table>
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<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Course Credits</th>
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__________________________________  ________________  ______________________
Faculty Signature                    Date                    Student Central Designee Signature

Student Central
3000 Landerholm Circle SE
Bellevue, WA 98007
Phone: (425) 564-2222
Fax: (425) 564-6134
Email: evaluations@bellevuecollege.edu
Section Two: Course Challenge

4. Work with the appropriate faculty program/department chair for the course you wish to challenge.
5. Obtain the Program/Department Chair signature for the course you wish to challenge.
6. Submit this form to Student Central for processing and then pay the Course Challenge fee at the Student Financial Services Office. The fee is 40% of the current tuition and fee rate.

I (print Program/Department Chair name)___________________________________________ have approved a Course Challenge option for this student to receive credit for the course listed below. Once this student successfully passes the exam, I will notify the Evaluations Office in writing using the Course Substitution Form. **Note: prior to giving the exam, the student must provide you with a receipt showing payment of the fee.**

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__________________________  __________________  __________________
Program/Department Chair Signature  Date  Student Central Designee

Section Three: Student Certification

I understand that the [Transfer to Bellevue College](#) website details information and requirements needed for the college to award non-traditional credit, and I have read these requirements. I understand that if I am awarded non-traditional credit the college makes no promise that this credit will also be accepted at other schools I may attend in the future. I also understand that Financial Aid does not pay for, or cover the fee associated with Prior Experiential Learning and Course Challenge. I request that the college review my records for possible awarding of non-traditional credit.

__________________________  __________________
Student Signature  Date