

**PUEBLO COMMUNITY COLLEGE
CREDIT BY PORTFOLIO APPLICATION**

s:\vp-stsvc\forms\adm&rec\portfolio\894ppe

INSTRUCTIONS: The \$45 filing fee must first be paid before your petition can be reviewed. The fee is nonrefundable regardless of approval or disapproval and a receipt must be attached to this form. Approved credit will not be posted until you have earned 15 semester credit hours at PCC. Credit by Petition will usually be requested at the time of entrance to PCC but must be transcribed prior to filing the Graduation Planning Sheet. General education courses cannot be petitioned. No more than 25 percent of the total program requirements can be awarded through petition; total credits awarded conclusive of all credit for prior learning methodologies cannot exceed more than 50 percent of the total program requirements. **You must be enrolled in at least one semester credit hour to file this application. Students may not receive credit for a course previously attempted.**

Student's Name _____ ID No. _____
(Last) (First) (MI)

Permanent Address _____
(Number & Street) (City) (State) (Zip)

Major _____ Advisor _____

Indicate the term/year major was declared: Summer, 19____ Fall, 19____ Spring, 19____

A. Name of Organization _____ Telephone # _____
Address _____
(Number & Street) (City) (State) (Zip)

B. Type of duties/training performed _____

C. Dates of training/employment: From _____ To _____
MM DD YY MM DD YY

D. Name and address of immediate supervisor/advisor _____

(Number & Street) (City) (State) (Zip) Telephone # _____

E. Total number of hours involved in training/instruction _____

F. Attach documentation of training/experience depicting what you have learned in comparison to the program you are requesting to have credit applied toward. Provide subject area information and indicate skill level achieved as well as time devoted to the acquisition of this skill and knowledge.

G. Have employer(s) complete and return the attached Experience Verification form where applicable.

H. Additional information verification, and/or testing may be required by your department chairperson.

I hereby certify that to the best of my knowledge the information furnished on the portfolio and attachments are true and complete. I understand that if found to be otherwise, it is sufficient cause for rejection and/or dismissal.

Applicant's Signature _____ Date _____

Submit to your department chairperson without delay.

Attachments: Credit by Portfolio Addendum, Experience Verification Form
Credit by Portfolio, Departmental Evaluation Form

(Rev/94/Petition)

**PUEBLO COMMUNITY COLLEGE
CREDIT BY PORTFOLIO ADDENDUM
EXPERIENCE VERIFICATION FORM**

s:\vp-stsvc\forms\adm&rec\portfoli\893ppe

APPLICANT: Successful paid experience in a specific skill area of study must be verified prior to the granting of credit. All experience must be after the age of sixteen and must be within the last ten years (1,000 hours must be within the last five years).
THIS FORM MUST BE NOTARIZED WHEN VERIFYING SELF-EMPLOYMENT.

TO BE COMPLETED BY THE APPLICANT

I _____
Full Name Present Address

have made application for substitution of work experience for college credit in the _____
major.

I authorize my former/current employer to furnish Pueblo Community College with the following information:

Signed _____ Date _____

TO BE COMPLETED BY THE EMPLOYER

1. The above named person was employed by this firm from ____/____/____ to ____/____/____,
MM DD YY MM DD YY
on a _____ full-time or _____ part-time basis.
Total hours worked: _____

2. She/he was employed as a _____
(Job Classification)

3. Description of job duties (attach additional sheets as needed) _____

4. Do you consider the applicant skilled, competent, and a successful worker in his/her field? _____

5. Additional comments: _____

CERTIFICATION:

Firm: _____

_____ Address City State

Title _____ Telephone # _____

Signature _____ Date _____

THANK YOU FOR YOUR COOPERATION. PLEASE RETURN THIS FORM TO THE RECORDS OFFICE, PUEBLO COMMUNITY COLLEGE, 900 WEST ORMAN AVENUE, PUEBLO CO 81004.

**PUEBLO COMMUNITY COLLEGE
CREDIT BY PORTFOLIO**

s:\vp-stsvc\forms\adm&rec\portfolio\893ppe

(TO BE COMPLETED BY THE DEPARTMENT CHAIRPERSON)

I have found the portfolio of (student's name) _____

ID # _____ DOES ____ DOES NOT ____ meet departmental requirements as set forth in the program.

It is recommended that credit be granted toward the student's major in _____ and that the credit hours be allocated/assigned as designated below.

SPECIFIC COURSE SUBSTITUTION		
Dept. Prefix and Course #	Course Title	Credit Hours
Total # of credits required for completion of major: _____		
TOTAL CREDITS AWARDED _____ (Cannot exceed 25 percent total program requirements)		

REQUIRED SIGNATURES

Department Chairperson _____ Date _____

Dean _____ Date _____

Credit awarded for all methods of prior learning cannot exceed 50 percent of the total program requirements. The department chairperson will be notified should any adjustment be required.

SUBMIT WITH CREDIT BY PORTFOLIO APPLICATION AND EXPERIENCE VERIFICATION FORM TO THE RECORDS OFFICE FOR FINAL PROCESSING.

FOR OFFICE USE ONLY

Paid \$65 _____ List number of credits awarded through all credit for prior learning methods _____ (cannot exceed 50 percent of total program requirements collectively).

Have 15 credit hours been earned at PCC? _____

Disposition: _____

By: _____

Copy Dates: _____ Student _____ Advisor _____ VAO _____

Entry: Term/Year Applied _____ Date Entered _____ Clerk _____