**GREENFIELD COMMUNITY COLLEGE**

**PETITION FOR Prior Learning**

**Important Instructions for the student: (Please Follow):**

1. **Complete this form** and submit to the Bursar’s Office (C103) to have the portfolio assessment fee assessed to your account.
2. Pay the appropriate fee in the Bursar’s Office (C103). **Assessment cannot be started until fee is paid.**
3. Submit this form to the Laura Earl, Transcript Evaluator (C103), along with supporting documentation.

**Student Name:** ______________________________

**Student Number:** ______________________________

**Criteria**

In order to receive credit for prior learning, the student must meet the following criteria:

- The student must be matriculated and enrolled in a degree program at Greenfield Community College before such credit will be granted.

**Process**

In order to consider a request to receive credit for prior learning a student must complete the following steps once the fee is paid:

- Submit written documentation requesting the course that they are applying for and describing all related personal experiences to the transcript evaluator who will then forward to the appropriate Department Chair/Program Coordinator. Assessment fee must be paid before further review/processing is done.
- The Department Chair/Program Coordinator may require a meeting with the student and/or require additional documentation.
- The Department Chair/Program Coordinator will evaluate the student’s documentation, indicating “approve” or “deny” on the request for Petition for Prior Learning form and forward to the appropriate Dean.
- The Dean will review the Petition for Prior Learning form, either approving or denying the request and return the application packet to the transcript evaluator.
- The transcript evaluator will review the materials for completeness and forward to the Office of the Registrar.
- Approved courses are entered into the Banner system and an email is sent to the student’s GCC email account via advising note. All documentation is kept in the student’s file in Enrollment Services.

**For Registrar & Business Office Use Only**

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<thead>
<tr>
<th>Charges assessed (TSAMASS)</th>
<th>Date</th>
<th>By</th>
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<tbody>
<tr>
<td>Assessment Fee Paid (Business Office)</td>
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<tr>
<td>Credit Entered (SHATRNS)</td>
<td>Date</td>
<td>By</td>
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Billing Code: **PLPF**

$50/credit

Total Credits: ________

Total Amount: $ ________

Registrar’s Signature: ________________________________

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GRCNFIELD COMMUNITY COLLEGE
PETITION FOR Prior Learning

Student Name: ________________________________

Student Number: ________________________________

Student Major: ________________________________

Course(s) to be considered for credit for prior learning:

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<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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Are you currently enrolled at GCC?  ☐ Yes  ☐ No  
Prior learning credit cannot be given until student is matriculated.

Have you paid the fee for portfolio review?  ☐ Yes  ☐ No  
Review cannot be performed until payment is made (see cover page).

Student Signature: ________________________________  Date: _____________

Documentation received by Transcript Evaluator:

________________________________________
Signature

Program Coordinator/Department Chair Recommendation:  ☐ Approve  ☐ Deny

________________________________________  Date

Printed Name: ________________________________

Dean Recommendation:  ☐ Approve  ☐ Deny

________________________________________  Date

Please attach any back up materials to support your decision and submit this form to Laura Earl, Transfer Credit Evaluator. Credit will be recorded on the student’s GCC transcript.

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