



**Wharton County Junior College
Petition for Credit: Non-Credit Course**

DATE: _____

@ _____
 WCJC Student ID **First Name** **Last Name**

WCJC Email: _____ Student Major _____

Telephone (Home): _____ (Cell): _____

This form must be received in the Office of Admissions and Registration in order to begin the review process. The form will be forwarded to the appropriate department and/or division for review. Please allow up to 10 business days for processing a WCJC Petition for Credit: Non-Credit Course form. Students will be notified via WCJC email concerning approval or denial of credit.

Credit for selected courses at Wharton County Junior College may be obtained by non-credit courses in accordance with the following policies:

- Each student must satisfactorily complete all phases of the WCJC Admissions process for college credit.
- The student must be enrolled in a WCJC certificate or degree program in the current semester.
- Credit for non-credit courses may not be acquired in credit courses in which the student is or has been enrolled for credit past the census date.
- Not more than fifteen credit semester hours may be earned by non-credit courses.
- Non-credit courses eligible for credit include only those pre-approved non-credit courses successfully completed at WCJC and meeting SACSCOC requirements, including faculty credentials and qualifications.
- The petition for credit must be made within 12 months of the end of the term in which the non-credit course was successfully completed.
- The non-credit course uses the credit Administrative Master Syllabus (AMS) and is equivalent to the credit course in length, rigor, content, learning outcomes, and assessment.
- Certain fees may apply.

Student's Signature _____

Type of Non-Credit Course(s): _____

Credit Course(s) Requested: _____

____ Credit can be awarded for the following course(s):

____ Credit cannot be awarded for the following reason(s):

<input checked="" type="checkbox"/>	_____	_____	_____	Date _____
	Approved	Disapproved	Credit Program Director	
<input checked="" type="checkbox"/>	_____	_____	_____	Date _____
	Approved	Disapproved	Division Chair	
<input checked="" type="checkbox"/>	_____	_____	_____	Date _____
	Approved	Disapproved	Dean	
<input checked="" type="checkbox"/>	_____	_____	_____	Date _____
	Approved	Disapproved	Vice President of Instruction	
<input checked="" type="checkbox"/>	_____	_____	_____	Date _____
	Complete		Office of Admissions and Registration	