



## Petition for Obtaining Non-Traditional Credit

***Student must have completed or be enrolled in twelve (12) credits at GBC before applying for non-traditional credit.***

The sources listed below must meet the minimum standards for accreditation by nationally or state recognized agencies. Students may be required to take challenge examinations to verify knowledge. Students seeking an evaluation of non-traditional credit experience must submit official documentation of their experiences and related course descriptions and file a “Petition for Obtaining Non-traditional Credit” with the Admissions office. Certain credits may be applicable to satisfy course requirements for occupational degrees while others may be used as elective credit for AGS and AAS degrees only.

1. Post-secondary proprietary institutions, including business colleges
2. Correspondence Courses
3. Extension courses
4. Certificate training
5. Other recognized sources

Name: _____	GBC ID or DOB: _____
Major: _____	Date: _____
Street Address: _____	
City: _____	State: _____ Zip: _____ Phone: _____

***Please document non-traditional credit being requested in the area below:***

Course/Training	Time Frame/Credit	Final Grade	Equivalent GBC Credit

Course descriptions, qualifications of the instructor, and information that would substantiate the awarding of credit, must be attached to this petition.

\_\_\_\_\_  
*Signature of Student Making Request*

(over)

**PLEASE READ BEFORE COMPLETING PETITION:**

In an effort to avoid confusion, save time, and expedite the process of awarding non-traditional credit, it is important that all areas of this petition are complete. If not, the petition will not be considered by the committee and will be returned to you. We have compiled the information below in hopes of answering any questions you may have about submitting your petition and to make the process go more smoothly:

- You must have completed or be enrolled in at least twelve (12) credits at Great Basin College before applying for non-traditional credit.
- Please be aware that non-traditional credits do not transfer. They can only be used at Great Basin College, and *can only be applied toward an Associate of Applied Science, an Associate of General Studies, or a Certificate of Achievement.*
- You must have a declared major that is applicable to credit(s) being requested; i.e., if you are requesting 15 credits for Diesel Technology, you must have a declared major in that area. The only exception is the Associate of General Studies degree.
- The Academic Standards Committee should be able to look at your petition and know what the content of your training was, and the amount of time spent. Unless this information is clear and concise, your petition will be denied.
- In an effort to save time, it is imperative that you indicate which equivalent GBC courses and how much credit you are requesting. Your petition will be returned if this information is missing.
- Upon submitting your packet to the Admissions Office, it will be reviewed for completeness. If the packet is complete, it will be sent to the corresponding department for initial review, and they will make a recommendation to the Academic Standards Committee. The Academic Standards Committee will review your petition and make a recommendation to the Faculty Senate Committee for final approval. The student is then notified of the decision, and if applicable, credit is posted to the student's record.

As you can see, requesting non-traditional credit is quite a lengthy process, which is why it is so important that all information being submitted is complete and accurate, and that guidelines have been strictly followed. Return completed petition to:

**Great Basin College  
Admissions & Records Office  
1500 College Parkway  
Elko, Nevada 89801  
(775) 327-2059**

*For Office Use Only:*

<b>ASC COMMITTEE</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>CREDIT RECOMMENDED</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>STUDENT NOTIFIED</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>POSTED</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
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