

**Credit for Work Experience Petition**

To petition for work experience credits a student will need to talk with a Counselor or Advisor. Credit may be granted for learning acquired through work experience which corresponds with a student's course work at the College. A student must be currently enrolled at MCC but not registered in the class that is to be assessed through documented work experience. Credit granted may be substituted for program requirements or elective credits and is not granted for courses in which a course proficiency exam is available.

A $40.00 non-refundable fee is paid prior to petition review. The petition & documentation is forwarded to the dean of the academic discipline for approval or denial. Once reviewed the documentation is returned to the student. Academic Dean emails form to [records@mccneb.edu](mailto:records@mccneb.edu). Approved credits are posted to a student’s academic record and the student is officially notified by mail.

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|  | | | | | | | | | | | | | |
| Student Name: | |  | | | | | | MCC ID #: | | | |  | |
| Address: |  | | | | |  |  | | | |  | |  |
|  | | | Street | | | | City | | | | State | | Zip |
| Telephone: |  | | |  |  | | | |  |  | | | |
|  | Home | | | | Work | | | | | Cell | | | |

**Petitioned Work Experience Course**

|  |  |  |  |
| --- | --- | --- | --- |
| Prefix | Course # | Course Title | Credit Hours |
|  |  |  |  |

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| --- |
| Recommendation Comments: |

Faculty Signature

Date

Academic Program Dean Signature

Date

Petition Approved  Petition Denied

|  |  |
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| **Student Services or CASC**  Receipt #     Total Paid    Date            Received by | **Records Office**    **Posted By**  **Date** |

Academic Dean or Academic Associate emails form to [records@mccneb.edu](mailto:records@mccneb.edu)