

ORANGE COAST COLLEGE

WORLD LANGUAGES DEPARTMENT CREDIT FOR PREVIOUS STUDY OF SPANISH (PILOT PROGRAM) – STUDENT PETITION

To receive credit for previous study of Spanish, you must complete, in sequence, the numbered steps below:

1. Make an appointment with the Assessment Center, (714) 432-5789, located on the first floor of Watson Hall, to take an online qualifying test in Spanish. You will receive a print out indicating the Spanish level in which you should enroll.
2. Obtain a copy of your OCC transcript, from MyOCC, verifying successful completion of 12 college units at Orange Coast College with a minimum GPA of 2.4—No Exceptions.
3. Provide the personal information requested in Section A, attach the copy of your OCC transcript and your qualifying test results.
4. Contact the Spanish Advisor, Mr. Jeff Brown, at jbrown@occ.cccd.edu or (714) 432-5596, to set up an appointment to review the qualifying test result and your transcript.

SECTION A - PERSONAL INFORMATION

_____ # Units completed at OCC _____ GPA _____			
Last Name	First Name	MI	Student Identification Number
_____		_____	_____
Address	Street	City	Zip Code Telephone Number

Enrollment Course Information			
_____	_____	_____	_____
Course Number	Course Title	Units	semester/year

You are hereby advised that if approved for credit for previous study of Spanish, you must accept responsibility for the following conditions:

- a) Complete 12 college units at Orange Coast College with a 2.4 GPA prior to petition*
 - b) Take an online qualifying Spanish test*
 - c) Meet with Spanish Advisor and receive approval to participate in the program by the deadline (see instructions on reverse)*
 - d) Register in, pay fees for and complete the designated Spanish course with a satisfactory grade*
- Credit for the previous Spanish class is clearly identified on the transcript as Credit by Examination with a grade of "P" for passing and may not transfer to other colleges and universities. Your signature below indicates that you have read and been advised of these conditions and that you accept them. (See instructions on reverse side)*

Student's Signature

Date

SECTION B – ADVISOR'S ENDORSEMENT and DIVISION DEAN'S SIGNATURE

I have interviewed this student and _____CONFIRM _____DENY student's eligibility to petition to earn credit for previous study of Spanish, contingent upon completion of Spanish course specified in Section A, with a grade of "A" or "B".

Advisor's Signature

Date

Division Dean's Signature

Date

For Office Use Only:

Initials

Date Posted

ORANGE COAST COLLEGE
STUDENT INSTRUCTIONS FOR THE WORLD LANGUAGES DEPARTMENT
CREDIT FOR PREVIOUS STUDY OF SPANISH (PILOT)

Credit for previous study of Spanish is an alternative method of earning language units. If you have previous knowledge of Spanish, you may take a qualifying test, which will allow you the possibility of earning not only the units for the Spanish language course in which you enroll, but also for the previous level in the 180-185-280-285 series, at no additional charge for the previous level units.

Example: A student who successfully completed two years of Spanish in high school takes the online qualifying test; it recommends that the student enroll in Spanish 185. The Spanish Advisor agrees, and the student enrolls in Spanish 185. If the student completes Spanish 185 with a satisfactory grade, Orange Coast College will award her/him units for both Spanish 180 (5 units) and 185 (5 units) after all terms of the contract are met. The student is not charged for the additional 5 units. On the student's transcript, the grade for 185 shows up as the earned grade, the grade for 180 shows up as "P" for passing and the course as "Credit by Exam".

Students who have no previous experience with Spanish should enroll in a 180 level class. Students who have received credit for a specific course at another college are ineligible to receive the extra units for the equivalent course at OCC and may enroll in a Spanish course for which they meet the prerequisite.

Only students who have completed 12 units of regular coursework in residence at Orange Coast College with a cumulative grade point average of 2.4 are eligible to apply.

The process is as follows:

1. Students should:
 - a. Initiate the process for Credit for Previous Study of a Language by making an appointment with the Assessment Center to take an online qualifying test in Spanish. The test should take no more than 30 minutes. Students will be notified of the Spanish level in which they should enroll.
 - b. Obtain a copy of their OCC transcript, from MyOCC, verifying successful completion of 12 college units at Orange Coast College with a minimum GPA of 2.4—No Exceptions.
 - c. Provide the personal information requested in Section A on the reverse side of these instructions, attach the copy of the OCC transcript and the qualifying test results.
 - d. Make an appointment with the Spanish Advisor, **Mr. Jeff Brown**, at jbrown@occ.cccd.edu or (714) 432-5596, to review the transcript and the qualifying test results.
 - e. If approved, enroll in the course listed in Section A on the reverse side of these instructions.

Please note:

1. The deadline for the Student Petition is the second week of Fall and Spring semesters and the first week during Summer session.
2. Credit for Previous Study of a Language is identified by course on the students' transcript and designated "Credit by Examination", with a grade of "P".
3. Credit by Exam for the previous course will be posted to the transcript in the term in which the student completes the subsequent course with a satisfactory grade.
4. Please be aware that some colleges and universities do not accept Credit by Examination upon transfer, and/or place other restrictions on it.
5. If you make any course changes from what was already listed on the Student Petition form, please inform the Spanish Advisor, Mr. Jeff Brown.