

PARKLAND COLLEGE ■ INSTITUTE OF AVIATION
PETITION FOR CREDIT BY EXAMINATION (PROFICIENCY)

STUDENT INFORMATION *(please print clearly or type)*

Last name _____ First name _____
Student ID _____ Daytime phone (_____) _____
Street Address _____ Email _____
City, State, Zip _____

PROFICIENCY REQUEST

I would like to receive proficiency credit for the aviation course(s) indicated below, following the requirements set by the Institute of Aviation. If successful, the credit will become part of my permanent record. I understand that another school may or may not accept the credit for transfer. It is my responsibility to determine the acceptability of credit.

Student's signature _____ Date _____

PRIVATE PILOT I & II – AVI 101 and AVI 120

- I have a FAA private pilot certificate. Date of certification: _____
- I will enroll in ALV 120 (1 credit) and ALV 121 (two credits).
- On successful completion of ALV 120 and ALV 121, I will receive 6 proficiency credits for AVI 101 and AVI 120.

INSTRUMENT RATING I & II – AVI 129 and AVI 140

- I have a FAA instrument rating Date of certification: _____
- I will take the AVI 140 end-of-course test which includes an oral exam and a flight exam.
- On successful completion of ALV 140 test, I will receive 6 proficiency credits for AVI 129 and AVI 140.

COMMERCIAL PILOT I & II – AVI 200

- I have a FAA commercial pilot certificate. Date of certification: _____
- I will enroll in AVI 209.
- On successful completion of AVI 209, I will receive 3 proficiency credits for AVI 200.

FOR ADMINISTRATIVE USE ONLY

Eligible to pursue proficiency credit Institute Director _____ Date _____

Fees: Processing fee \$30 \$60 Other _____

Flight exam fee _____ Included in course fee (for ALV 120 or AVI 209)

TOTAL: _____

Applicant: Present this form for payment at the Cashier's Office (U247).

Paid fee of \$ _____ Cashier _____ Date _____

Applicant: Return this form to Institute Director.

Form received by _____ (Institute Director/Designee) Date _____

PROFICIENCY EXAMINATION RESULTS

Passed Failed Examiner: _____ Date _____

Record of _____ credit hours will be entered on the permanent record as "P" (Proficiency)

Approved by _____ Date _____

Dean, Career and Transfer Programs

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CREDIT EARNED BY EXAMINATION (PROFICIENCY)

To attempt to earn credit by examination (proficiency) for AVI courses, a student must fulfill the following conditions:

1. Be currently enrolled at Parkland College
2. Not have attempted to earn credit previously by examination in the same course
3. Not have completed the course previously with an A, B, C, D, F, N, T, or W grade.

All exceptions to these conditions must be discussed with and approved by the Institute of Aviation Director and/or the Dean of Career and Transfer Programs.

Note: Each level of proficiency is considered individually and must be earned separately. Attaining proficiency at a higher level does not include earning proficiency for a lower level. Students seeking more than one level of proficiency are advised to begin with the lower/lowest level.

PROCEDURES FOR THE STUDENT

1. Type or print all information requested on the petition form. Sign the form.
2. Take the petition to the Institute of Aviation Director. The Director will sign the petition to indicate approval.
3. Pay the required fee(s) at the Cashier's Office in U247. The cashier will sign the petition to confirm payment.
4. Return the form to the Institute Director. Arrangements will be made to enroll the student in required course and/or to take the proficiency examination.

PROCEDURES FOR THE EXAMINER

After the student has completed the required course and/or proficiency examination, the examiner will indicate the results on the petition, sign it, and forward the form to the Dean of Career and Transfer Programs.

RECORDING OF CREDIT

If credit is to be granted, the Dean of Career and Transfer Programs will approve and sign the petition. The petition will be forwarded to the office of Admissions and Records for recording on the student's permanent academic record. For credit to be recorded in the current semester, an approved petition must be received by the office of Admissions and Records no later than the last day of instruction for the current semester; otherwise, the credit will be recorded in the next semester for which the student is officially enrolled.

If the student fails the proficiency examination, Admissions and Records will make a notation in the student information system that the proficiency exam may not be repeated. Failure of a proficiency exam will not be indicated in the student's permanent academic records.

Admissions and Records will return two duplicate copies of the petition (canary and pink copies) to the Institute of Aviation. The institute will inform the student of the results of the petition and forward the student's pink copy to him or her.