

University of Idaho

Office of the Registrar
 Phone: (208) 885-6731
 Fax: (208) 885-9061
registrarforms@uidaho.edu

PETITION FOR EXPERIENTIAL LEARNING CREDIT

Student _____ ID _____
Print Name

Student Signature _____ Date _____

Advisor _____ Date _____
Print Name / Signature

College Dean _____ Date _____
Print Name / Signature

*Advisor and Dean's signature does not constitute approval of credit.

Please attach a brief statement on how the student's experiential learning portfolio meets the learning outcomes for each course recommended for credit.

Department _____

Credit Recommended in the following course:

Subject	Number	Title	Credits

Approved by Department Chair _____ / _____
Print Name / Signature Date

Department _____

Credit Recommended in the following course:

Subject	Number	Title	Credits

Approved by Department Chair _____ / _____
Print Name / Signature Date

Department _____

Credit Recommended in the following course:

Subject	Number	Title	Credits

Approved by Department Chair _____ / _____
Print Name / Signature Date

REGISTRAR USE ONLY

APPROVED BY THE REGISTRAR: Signature _____ Date _____

Processed by _____ Date _____

Total Credits Granted _____ \$75 per course charged to account _____ (VB03) Rev 05/18/20

SUGGESTIONS FOR PREPARING PORTFOLIO PETITION FOR EXPERIENTIAL LEARNING CREDIT

The following are a few suggestions in organizing your materials when petitioning for Experiential Learning credit. This will make it easier for department chairs to identify the credit you are asking for with your supporting documentation for the petition. In our experience, this procedure is especially helpful if you are seeking credit in more than one department (e.g. business management, business marketing, business banking, etc...)

- 1) Use a loose-leaf binder with tabs.
- 2) Under Tab One, place your petition and a general statement about the nature of experience or study for which you are seeking credit.
- 3) Under Tab Two, make your specific request for credit in the department and subject area. Make your statement clear and specific so the department chair can easily see what you have done or have studied, why you feel you should be allowed University of Idaho credit, and the number of credits requested. Make reference to the documentation, which should immediately follow your summary statement under this same tab.
- 4) Under succeeding tabs, as many as necessary for each additional subject area, repeat the procedure as listed in item 3. Prepare a summary for each subject area and include your documentation.
- 5) Make sure to label each tab with the appropriate department.

The applicability of credits earned through an Experiential Learning credit, toward the satisfaction of specific degree requirements, will be determined by the department and division through which the degree is obtained.

Experiential Learning credit is considered non-resident credit. No more than 30 credits may be counted toward a baccalaureate degree.

PROCEDURES FOR FILING PETITION

- 1) Student completes petition form (including signature and date) and organizes supporting documentation.
- 2) Student obtains advisor's and academic dean's signatures.
- 3) Student pays \$35 application fee at Student Accounts (cashiers window).
- 4) Student delivers petition and supporting documentation to each department in which credit is requested. Student arranges with the department chair an appropriate time to meet with him or her to retrieve your petition and supporting documentation. The department chair's signature indicates **support** of your petition, but does not automatically grant approval.
- 5) After all department chairs have granted support, student returns petition and documentation to the Registrar.
- 6) The Registrar will review the petition and supporting documentation, and the student will be notified of their decision.
- 7) Approved credit is recorded on student's transcript.
- 8) Student Accounts notified to charge student's account \$75 per course granted; student responsible for fees.