

University of Idaho

Office of the Registrar
PO Box 444260
Moscow, ID 83844-4260
(208) 885-6731
www.uidaho.edu/registrar

\$35 Filing Fee Paid Stamp:
R3304E

PETITION FOR EXPERIENTIAL LEARNING CREDIT

Student _____ ID _____
Print Name

Student Signature _____ Date _____

Advisor _____
Print Name / Signature

Advising Department _____ Date _____

College _____

College Dean _____ Date _____
Print Name / Signature

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

Credits Requested: _____ Dates of Experience: From _____ To _____

Credits Assigned _____ Department _____

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

Credits Assigned _____ Department _____

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

Credits Assigned _____ Department _____

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

PETITION DECISION: No credit granted Credit **granted** on following basis:

of Credits _____ UI Equivalency _____
 Lower-Division Upper-Division

of Credits _____ UI Equivalency _____
 Lower-Division Upper-Division

of Credits _____ UI Equivalency _____
 Lower-Division Upper-Division

REGISTRAR USE ONLY

APPROVED BY THE REGISTRAR: Signature _____ Date _____

Processed by _____

Total Credits Granted _____

Date _____

\$25 per credit Paid on _____
(R3210E)

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.

Credits granted under this regulation (I-2-b, *General Catalog*) are recorded as transfer credit under the institution "Experiential Learning" and a P (pass) grade is assigned.

Experiential Learning credit is considered non-resident credit. No more than 48 non-resident 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 filing 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 arrange a meeting with the UCC Subcommittee, as necessary, to determine final credit approval. The student will be notified of their decision.
- 7) Student must pay the \$25 per credit fee for each credit granted.
- 8) Credit is recorded on student's transcript.