\$35 Filing Fee Paid Stamp: R3304E

University of **Idaho**Office of the Registrar

Office of the Registrar 875 Perimeter Dr MS 4260 Moscow, ID 83844-4260 Phone: (208) 885-6731 Fax: (208) 885-9061

www.uidaho.edu/registrar

PETITION FOR EXPERIENTIAL LEARNING CREDIT

StudentPrint Name			ID
Student Signature			
Advisor Print Name / Signature Advising Department		[Date
College			
College Dean Print Name / Signature			Date
*Advisor and Dean's signature does not constitute	approval of cred	dit.	
Credits Requested: Dates of Experien	nce: From	·	То
Credits Assigned Department			
X Approved by Department Chair			
Credits Assigned Department		ne / Signature	Date
X Approved by Department Chair		/	
Credits Assigned Department		ne / Signature	Date
★ Approved by Department Chair	Print Nar	/ ne / Signature	Date
PETITION DECISION: U No		<u>-</u>	
# of Credits UI Equivalency Lower-Division Upper-Division			
# of Credits UI Equivalency Lower-Division Upper-Division			
# of Credits UI Equivalency Lower-Division Upper-Division			
REG	GISTRAR USE ON	ILY	
APPROVED BY THE REGISTRAR: Signature			Date
Processed by		Total Credits Grante	d
Date			on
	1 of 2	(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 32 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 <u>does not</u> 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.