PETITION FOR
EXPERIENTIAL LEARNING CREDIT

Student ______________________________________________________________ ID _________________
Student Signature __________________________________________ Date _____________

Advisor ______________________________________________________________
Print Name / Signature __________________________________________ Date _____________

Advising Department __________________________________________ Date _____________

College ______________________________________________________________

College Dean ______________________________________________________________
Print Name / Signature __________________________________________ Date _____________

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

Credits Requested: _______ Dates of Experience: From ____________________ To ____________________
Credits Assigned _____ Department ______________________________________________________________

X Approved by Department Chair __________________________________________
Print Name / Signature __________________________________________ Date _____________
Credits Assigned _____ Department ______________________________________________________________

X Approved by Department Chair __________________________________________
Print Name / Signature __________________________________________ Date _____________
Credits Assigned _____ Department ______________________________________________________________

X 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

X APPROVED BY THE REGISTRAR: Signature __________________________________________ Date _____________
Processed by ______________________ Total Credits Granted __________________
Date __________________________ $25 per credit Paid on _______________________
(R3210E)

1 of 2
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 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 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.