

Application for Academic Credit Earned Through Experiential Learning for Students in the Bachelor of General Studies (B.G.S.), Bachelor of Science in Professional Studies (B.S.P.S.) and Bachelor of Science in Interdisciplinary Studies (B.S.I.S.) Programs

East Tennessee State University will review experiential learning for possible credit for B.G.S., B.S.P.S., and B.S.I.S. students. Experiential learning is typically learning that has taken place outside of traditional college settings but does not include credit based upon advanced placement or other examinations (*i.e.*, CLEP) or training provided by non-collegiate institutions such as the Armed forces and service schools (the American Council on Education reviews such credits). Students must request specific ETSU credit, identifying an existing ETSU course that is a good match with their experience, training, or knowledge. **Students may not request credit for Special Topics or Independent Studies courses.**

If a student wishes ETSU to review his or her experiential learning, the student must complete this form and attach a prior learning portfolio for each course requested. The prior learning portfolio, designed with guidance of the major advisor, should include the following information (note that not all items are applicable to all petitions):

1. A description of the student's learning, where it took place, and how it is kept current.
2. A reading list relevant to the course that the student has requested. This could include professional publications, books, newspapers, magazines, and on-line articles.
3. Any related non-collegiate training or instruction that the student has received. This could include workshops, internships, personal instruction, etc.
4. Documentation that can attest to the student's knowledge. This could include certificates, licenses, publications, awards, testimonials, etc.
5. Student resume.

The appropriate ETSU academic department will review the completed application and portfolio to determine if the experiential learning is equivalent to the ETSU course. Departments may request additional materials, may ask the student for an interview, may request that the student complete a departmental challenge exam, or may seek other methods of assessing the student's learning. Credit hours earned through experiential learning will be identified on the student's transcript and will receive a grade of "P" for "passed hours."

Students must be enrolled in at least one hour of ETSU course work to apply for experiential learning credit. Students may not transfer or apply experiential learning credit to other majors at ETSU. Students may not apply experiential learning credit toward a second Bachelor's Degree at ETSU. Students may earn a maximum of 30 hours of experiential learning credit. Consult with your advisor before applying.

Student should complete the following.

Name of Student: _____ Social Security Number _____
(Please print) Last First MI

ETSU Course Requested Through Experiential Learning			Semester Hours
Department	Course Number	Course Title	

Reviewing Department should complete the following.

Credit is awarded for this course: _____ Yes _____ No

Reviewer's Comments _____

- Please identify *all* the methods used by the department to assess this student's experiential learning:

Portfolio Assessment Interview Challenge Exam Other (please explain) _____

Approval of reviewing faculty _____ Date _____

Approval of chair, academic department _____ Date _____

Approval of dean of the college where course is offered _____ Date _____

Approval of Assistant Dean, Cross-Disciplinary Studies _____ Date _____

Approval by Vice Provost _____ Date _____