

ISU Experiential Learning Assessment Policy

Idaho State University

Experiential Learning Assessment (ELA) is an avenue by which a student may be awarded undergraduate credit for work, volunteer, or lived experiences outside of the university curriculum. The program assists in the process for requesting academic credit through the portfolio method. In a portfolio, a student thoroughly describes and documents knowledge gained experientially and also demonstrates how knowledge gained outside the classroom is related to college-level learning.

Eligibility

1. Credit by ELA is awarded only for experiential learning in subject areas and curricula offered at ISU.
2. Student must be currently enrolled at ISU as a degree-seeking student in good academic standing to be considered for ELA credit in a given semester.
3. Each college and department may determine which courses, if any, in their curricula may be met through experiential learning portfolios.
4. Students must submit Petitions and Portfolios by the deadlines published on the ELA website.

Application of Credits

5. Credit by ELA may be used to meet a maximum of 25% of credits required for an associate or bachelor's degree or an undergraduate certificate.
6. Up to 30 credits by ELA can be used toward meeting the graduation requirement of 120 undergraduate credits for a baccalaureate degree. Up to 15 credits by ELA can be used toward meeting the 60 credits required for an associate degree.
7. Credit by ELA can be used to meet the graduation requirement for 36 upper-division credits if awarded as upper-division credit.
8. Credit by ELA is not allowed toward graduation if it is discovered that the ELA credits are duplicated by specific courses taken before or after ELA has been awarded. The Registrar will correct the transcript to show duplicated ELA credits are not counted toward cumulative credits earned.
9. Credit by ELA is considered resident credit.
10. Credit by ELA may be used to meet general education requirements.

Process

11. Students must submit the ELA Petition form requesting permission to submit a Portfolio to the department and college that house the courses for which the student wants ELA credit, and the petition must be approved prior to preparation and submission of ELA Portfolio. Petition and Portfolio deadlines are posted on the ELA website.
12. Each college and department may develop additional policies and procedures to further define their own internal processes for ELA evaluation.
13. A single portfolio may include multiple courses from the same department or program, but separate portfolios must be submitted for courses from multiple departments or programs.
14. The department and college that house the courses for which the student requests ELA credit determine if the experiential learning demonstrated in the portfolio meets the learning outcomes of those courses.
15. If the Portfolio is not approved, the department and college evaluation report must include an explanation.
16. A student may request one time only, within 45 business days after ELA credit has been denied, reconsideration of an ELA evaluation by department/college. A revised portfolio addressing the reasons provided for denying credit must be submitted to ELA Coordinator for reconsideration.

Transcription

17. Upon official notification of approval of ELA credit from the Dean of the appropriate college, the Office of the Registrar will record the credit with a note identifying the credit as “Experiential Learning Credit by Portfolio.”
18. The grade posted for ELA credit is “S” for satisfactory. If no credit is awarded, nothing will be added to the transcript regarding the ELA request.

Approved by Academic Standards Committee: 26 January 2018

Approved by Faculty Senate: 11 September 2017

Approved by Academic Affairs: 20 January 2018