

Policies regarding Experiential Learning

The University grants credit for experience to a registered student if the student's proposal for the work (to include the method of evaluation of the learning that occurs) receives prior approval of the department involved, and the student successfully completes the experience agreed upon.

Credit granted in this way is graded on an S/R (pass/fail) basis. A maximum of eight credits of Experiential Learning may be counted toward the 132 credits required for graduation. The regular tuition for the number of credits is charged.

Prior to the occurrence of the experience for which credit is being sought, a student makes a formal request for four credits or two credits. This request includes:

- A detailed description of the experience for which credit is sought and a statement of its academic significance and validity in the student's program;
- An indication of any supplementary academic requirements to be fulfilled: papers, reports, etc;
- The name of the person at the University of St Thomas who will approve the proposal, maintain periodic contact with the off-campus supervisor and student, and corroborate the evaluation of the experience; and
- An outline of the evaluation procedures to be used.

Students requesting credit for Experiential Learning usually will have attained junior or senior status. The chair of the department in which credit will be awarded must approve the request.

The minimum number of hours of on-site work (usually 100 hours for two credits; 200 hours for four credits), meetings with St. Thomas faculty, meetings with the on-site supervisor, and evaluation of the project will be determined by the department.

Forms must be completed, obtaining signatures from the faculty member, the chair of the department, and the dean. The form is then presented to the Registrar's Office at the time of registration.

Note: When a person at the University of St Thomas provides supervision and evaluation of the experience, the student should seek credit by means of Individual Study. The application form for Individual Study / Research can be downloaded from the Registrar's website at www.stthomas.edu/registrar/student/forms or one can be picked up in the Registrar's Office (AQU 106).