

INSTRUCTIONS FOR STUDENT

1. Use your current Degree Audit to select those courses which you are confident you have mastered through non-collegiate educational experiences. The course syllabus should be consulted.
2. Complete PART I as indicated.
3. Gather the appropriate supportive documents using the checklist below.
4. Staple the supportive documents to the inside of the petition and fold the cover.
5. Submit the completed VLE petition to the Campus Center Director, Director of Park Accelerated Programs, or Registrar.

CHECKLIST OF SUPPORTIVE DOCUMENTS TO BE ATTACHED TO THE VLE PETITION

If you have completed course work at **an institution that is not regionally accredited** such as a business college or a home study program, submit the following:

- _____ 1. An official transcript.
- _____ 2. Course syllabi or course descriptions plus titles, authors, publishing companies, and editions of any textbooks.

If you have completed **military service schools** that have not been evaluated for credit by the American Council of Education (ACE) or the Community College of the Air Force (CCAF), submit the following:

- _____ 1. A DD295 or DD214 certifying course completions or certified copies of the completion certificates.
- _____ 2. Course syllabi
- _____ 3. A typewritten, credible rationale for each petitioned course to demonstrate your familiarity with its vocabulary and content.

If you have **non-collegiate civilian educational experiences** that have not been evaluated for credit by the American Council on Education (ACE), submit the following:

- _____ 1. Certified copies of the completion certificates or a letter from a school official verifying course completion.
- _____ 2. Course syllabi
- _____ 3. A typewritten, credible rationale for each petitioned course to demonstrate your familiarity with its vocabulary and content.

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EXAMPLE RATIONALE

COURSE: MG 352 Principles of Management

Credit: 3sh

I feel I have learned the content of the Park course, Principles of Management, during my ten years of working in supervisory and management positions.

During my three years as customer service supervisor at Children's Mercy, I was responsible for the overall performance of a staff of twelve customer service representatives. Our main goal was to service our customers in an efficient and timely manner, so problem resolution was a high priority in this position. Training new employees and motivating existing employees were also among my duties as supervisor. My communication and leadership skills were developed as I worked to instill a teamwork atmosphere within my group. Teamwork became an integral part of our department's success as our business grew and we continued to work to maintain and retain our existing customer base.

After three years at Children's Mercy in a supervisory capacity, I was offered a promotion to management. In this position I was placed in charge of four different departments within the company. Each department was headed up by a supervisor who reported directly to me. I became responsible for the hiring and training of all new personnel, so in this capacity I worked to develop and implement a new training system exclusive to our company and business. Other responsibilities included financial planning and management, marketing and organizational development. I remain in this management position today.

Based upon the above listed experience, I feel I should be awarded credit through Validated Learning Equivalency for the Park course, Principles of Management.

SIGNATURE: _____ SSN: _____

DATE: _____

INFORMATION FOR STUDENT

1. To be eligible for an award of Validated Learning Equivalency (VLE), you must be admitted to a Park degree completion program, and have completed evaluation of previous credit.
2. You must be awarded VLE credit for requirements in general education, the major field, and elective areas based on the guidelines of the Council for Advancement of Experimental Learning (CAEL).
3. You may petition for VLE credit only once and this must be done within 1 year of the first term of enrollment. You may petition for a maximum of 24 credit hours. Usually the awarded credit is quite minimal.
4. You are totally responsible for the completion of the VLE petition and the gathering of the supportive documents. However, the Campus Center Director, Director of Park Accelerated Programs or the Registrar will gladly respond to questions as needed. *The course syllabus should be consulted before you submit your petition for VLE.*
5. All materials submitted with your petition become the property of Park and will be kept in your student file in the Registrar's Office.
6. Your completed VLE Petition will be reviewed by:
 1. The Campus Center Director or Director of Park Accelerated Programs
 2. An Academic Evaluator
 3. Program Coordinator(s)
 4. and the Dean, College for Distance Learning or the Associate VP for Academic Affairs
7. You will be charged a \$30.00 fee when you submit the completed VLE petition. An additional fee of \$30.00 is charged for each awarded credit hour. All credit hours awarded must be paid for. If you are awarded 24 hours, you must pay for 24 hours. The payment is due 30 days after the student is notified of the results of his/her petition.
8. You will be informed of the results of your petition when it has been returned to the evaluator from the Program Coordinator and the Dean, College of Distance Learning or Associate VP for Academic Affairs. You will receive a copy of the "signature" page of the petition showing the credit that has or has not been recommended. If the credit has not been recommended, an explanation will be given.
9. If you are **awarded credit**, your Park transcript and the Degree Audit will be updated upon notification from the Campus Center that payment has been received.
10. The VLE petition fee (\$30.00) is **non-refundable**.

VALIDATED LEARNING EQUIVALENCY

Revised list of unacceptable courses - 04/17/07

The following Program Coordinators have submitted information concerning Park courses that will NOT be eligible for credit by the Validated Learning Equivalency (VLE) process. Also included is criteria that is necessary to petition certain courses. Please note these changes.

ART

AR497A Senior Seminar Art

AR497B Senior Seminar Graphic

AR498 Senior Seminar I: Thesis (Interior Design)

AR499 Senior Seminal II: Project and Portfolio (Interior Design)

In theory, all of the ART courses can be considered for VLE and will be evaluated on a student by student basis using the VLE application and portfolio (the student's actual art and design work) to determine if credit can be awarded.

ATHLETIC TRAINING/SPORTS MEDICINE

AT236 Kinesiology

AT250 Exercise Physiology

AT261 Care & Prevention of Athletic Injuries

AT356 Administration of Athletic Training

AT365 Advanced Athletic Training

AT421 Special Topics in Athletic Training

AT490 Professional Field Experience in Athletic Training

AVIATION

AV428 Senior Project in Aviation Management

BUSINESS ADMINISTRATION

BA460 Business Internship

CHEMISTRY

None Eligible

COMMUNICATIONS

CA125 Journalism Workshop

CA301 Interpersonal Communication II

CA302 Communication Ethics and Law
CA322 Theory and History of Mass Media
CA400 Interviewing Theories and Practice
CA402 Organizational Communication
CS420 Human Relations in Group Interaction
CA490 Communication Arts Internship
CA491 Senior Project

COMPUTER SCIENCE

CS140 Introduction to Computers
CS312 Ada
CS415 Special Topics in Computers
CS451 Computer Science Internship
CS490 Senior Project in Computers

CRIMINAL JUSTICE

CJ430 Research in Criminal Justice
CJ440 Internship in Criminal Justice
CJ441 Senior Writing Project
CJ450 Senior Seminar in Criminal Justice

ECONOMICS

EC315 Statistics for Social & Administrative Sciences
EC450 Senior Seminar in Economics

EDUCATION

None Eligible

ELECTRONICS

EL311 Intermediate Circuit Analysis
EL337 Antenna Theory & Application
EL363 Intermediate Electromagnetic Theory
EL432 Advanced Circuit Analysis
EL464 Advanced Electromagnetic Theory
EL499 Senior Project in Electronics

ENGLISH/HUMANITIES/LITERATURE

EN490 Capstone Seminar
HU212 (LS212) Introduction to the Arts

LS299 Field Trips in Humanities
TH306 Acting Beyond Prejudice

HU215 Selected Topics in Humanities and HU315 Special Topics in Humanities should be specific.

HEALTH CARE/MEDICAL RECORDS MANAGEMENT

HC491 Senior Seminar in Health Care Management

HISTORY/LATIN AMERICAN STUDIES

None Eligible

HUMAN RESOURCE MANAGEMENT

HR491 Senior Seminar in Human Resource Development

All students applying for VLE credit in Human Resource Management should provide a thorough rationale, justifying an award of three hours of academic credit for specific course-related content.

INTERNATIONAL BUSINESS

IB451 Seminar on International Business

MANAGEMENT-BUSINESS

MG101 Introduction to Management and MG352 Principles of Management the student may VLE one or the other but cannot VLE both courses.

MG260 Business Law I
MG261 Business Law II
MG495 Business Policy
MG401 Senior Seminar in Management
MG440 Complex Organizations

MARKETING

MK453 Marketing Research and Information Systems
MK491 Seminar in Marketing

MATHEMATICS

No 300 or 400 level courses can be petitioned for VLE credit.

NURSING

NU200 Nursing Transitions
NU210 Adult Health Nursing I
NU220 Adult Health Nursing II
NU235 Clinical Adult Health Nursing
NU238 Nursing Health Assessment
NU240 Maternal/Child Health Nursing
NU255 Mental Health Nursing
NU275 Management and Issues in Nursing

POLITICAL SCIENCE

PO100 American Politics & Citizenship
PO200 American National Government
PO201 State and Local Government
PO210 Comparative Political Systems
PO216 International Relations
PO220 History of Political Philosophy
PO221 Political Ideologies
PO303 Legal History
PO304 Constitutional Law
PO310 Parties and Elections
PO320 American Foreign Policy
PO330 Public Administration
PO340 Public Policy
PO350 Special Topics in Politics
PO399 Scope & Methods of Political Science
PO400 Senior Project in Political Science
PO403 Senior Project in Public Administration
PO405 Senior Thesis
PO428 Senior Seminar in Fire Services Management
PO440 Senior Project in Legal Studies

PSYCHOLOGY

None eligible

RELIGION

RE328 Supportive Therapies

SCIENCE (Physical/Natural)

Any course may be petitioned for VLE credit but experience indicates that not all petitions are successful.

SOCIOLOGY

None eligible