

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.

If you have **work experience**, submit the following:

- _____ 1. A letter on company letterhead from a supervisor verifying your job description and length of employment.
- _____ 2. Two additional references (names, addresses, and telephone numbers) who can be contacted to verify your qualifications relative to the petition.
- _____ 3. A resume (1-2 page limit)
- _____ 4. 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 prior to taking the final 15 semester hours preceding intended graduation at Park University. 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 \$50.00 fee when you submit the completed VLE petition. An additional fee of \$35.00 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 (\$50.00) is **non-refundable**.