

# Petition for Award of Validated Learning Equivalency (VLE)



**PART 1: To be completed by the student (please attach a second form if needed)**

Name: \_\_\_\_\_ Park Student ID #: \_\_\_\_\_ Campus Center: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

LIST COURSES FOR WHICH CREDIT IS PETITIONED			FOR PROGRAM COORDINATORS ONLY	
Course Number and Title	Credit	Preapproved	Not Recommended	Recommended
<b>TOTAL CREDITS REQUESTED (Maximum of 24)</b>			<b>TOTAL CREDITS RECOMMENDED</b>	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 2: To be completed by your Success Advisor:**

All documents attached      Petition Fee Paid (MP# \_\_\_\_\_)      Processed by \_\_\_\_\_      Date \_\_\_\_\_

\*\* Attach signed Student Success Coach Checklist to VLE petition (page 5)

**Part 3: To be completed by the Program Coordinator(s):**

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

**Part 4: To be completed by the Associate Dean/Dean:**

Recommendation of Coordinator(s) Approved      Recommendation of Coordinator(s) Rejected:

Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## VLE Student Success Coach Checklist

### Eligibility

- \_\_\_\_\_ Application is filed **prior** to final 15 hours of completing degree
- \_\_\_\_\_ Courses being petitioned for have not been previously taken
- \_\_\_\_\_ Check the Restricted List (Click [here](#) for the link)
- \_\_\_\_\_ Check the Pre-Approved Credit List (Click [here](#) for the link)
- \_\_\_\_\_ Student payment of \$50 petition fee

### VLE Petition Form

- \_\_\_\_\_ Specific Park courses are listed on the VLE petition (Click [here](#) for the link)
- \_\_\_\_\_ Core Learning Outcomes (rationales) are attached with supporting documents (see “Instructions for Student” page in VLE petition)
- \_\_\_\_\_ Upload a copy of the completed VLE petition to the Student’s File
- \_\_\_\_\_ Send completed VLE petition packet to the appropriate Coordinator for Academic Advising

### Student Responsibility of Petition

- \_\_\_\_\_ Petition follow up with Student Success Coach

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Student Success Coach Signature

Date

## Information for Student

1. To be eligible for an award of Validated Learning Equivalency (VLE) you must be admitted to a Park University degree completion program, and have completed your evaluation of previous credit.
2. You may be awarded VLE credit for requirements in general education, your major field, and elective areas based on the guidelines of the Council for Adult and Experiential Learning (CAEL).
3. Students may petition for VLE credit only once per course. We do allow multiple VLE applications for different courses, but students will have to complete a VLE application and pay the application fee for each petition. To avoid additional fees, it is recommended to complete only one VLE application including all courses to be petitioned. All petitions must be completed prior to beginning the final 15 semester hours preceding intended graduation at Park University. You may petition for a maximum of 24 hours total.
4. You, the student, are solely responsible for the completion of the VLE petition and the gathering of supporting documents. Your Success Advisor is your point of contact for all VLE petition related questions, and will gladly assist you in the completion of forms.
5. You must describe how **each** of the Core Learning Outcomes (CLO) for the Park University course has been met. To locate CLO's go to Master Syllabus file. (Click [here](#) for the link)
6. All materials submitted with your petition become the property of Park University and will be kept in the Student Record File.
7. In order to receive any credit, your completed petition will be reviewed and considered by multiple parties as listed on the form. Approval is not guaranteed. It is your responsibility to track your VLE packet completion progress, as all decisions are final. *Students may petition to the Vice President for Academic Affairs only in instances where he/she feels due process or University process was not followed. Please see Academic Grievance policy in the undergraduate catalog.*
8. You will be charged a non-refundable \$50.00 fee when you submit the completed VLE petition. An additional non-refundable fee of \$35.00 per credit hour will be charged for any awarded credit. The awarded credit must be accepted or declined as a whole as listed on the petition. Full payment for accepted petitions is due within thirty (30) calendar days of student notification of the petition's result.
9. You will be informed by the Registrar's Office of the results of your VLE petition via your Park University email address once the routing noted on the petition has been completed. You will receive a copy of the completed petition with brief explanations of credit that has not been awarded.
10. If you are recommended for credit, your Park University transcript and other records will be updated upon notification that all VLE related fees have been paid. All credit awarded is considered "transfer credit" only.
11. If possible, please submit all documents in one file. For example, if you convert files to PDF include this application followed by all supporting documents. You can utilize PDF combiner found in Google.

## Instructions for Student

1. Use your current Degree Audit to select those courses which you are confident you have mastered through non-traditional educational experiences. The Park University course syllabus, with particular regard to the Core Learning Outcomes, must be consulted. You must provide a narrative describing how each of the core learning outcomes has been met.
2. Complete part 1 of the form.
3. Gather the appropriate supporting documents using the checklist below.
4. Include the supporting documents with the petition.
5. Submit the completed VLE petition to your Park University Success Advisor.

### Checklist of Supporting Documents to be included with 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:

- An official transcript
- Course syllabi and/or course description
- Title, author(s), publishing company, and edition of textbook
- Examples of student work completed in course consistent with work products in the Park University course
- A rationale describing how each of the core learning outcomes for the Park University course has been met.

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:

- A DD214 or other such official document showing completion of course
- Course syllabi and/or course description
- A rationale describing how each of the core learning outcomes for the Park University course has been met.

If you have **non-collegiate civilian educational experiences** that have not been evaluated for credit by the ACE submit the following:

- Certified copy of transcript, completion certificate, or an official letterhead letter from the school showing successful completion of the course
- Course syllabi and/or course description
- A rationale describing how each of the core learning outcomes for the Park University course has been met.

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

- A letter on company letterhead signed by a supervisor, HR official, or other appropriate signer verifying your job description and length of employment
- Two additional professional references (name, email address, and phone number) who can be contacted to verify your qualifications relative to this petition.
- A resume (2 page limit)
- A rationale describing how each of the core learning outcomes for the Park University course has been met.

## Student Sample Narrative for VLE Petition

Course Name/Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

The following are provided as examples to guide students in the completion of the Validated Learning Equivalency Rationale. For each course in the Park School of Business where the student requests credit, the student must provide documented evidence that each Core Learning Outcome (CLO) listed for that course has been met. The CLOs below are hypothetical examples but provide a framework of the level of detail expected. Each example below uses a single different rationale for the listed CLO. Please be aware that your individual petition may include instances where multiple rationales are used to show that a single CLO has been met. Questions should be directed to your success advisor.

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I have reviewed the core learning outcomes of the following Park course, (*insert course number and name*), and affirm I have met each of the course's listed core learning outcomes as described below:

- **Example Core Learning Outcome 1 – “Apply common procedures in conducting a market analysis“**

**Example for a course-related justification:** “In my coursework at my previous institution, I took a course entitled (*insert course name*). The course textbook, syllabus, official transcript, and course description (attached) for the course mirrored the learning outcome listed for the Park University course. I can demonstrate that I consistently applied the procedures related to market analysis because I have (*attached examples of projects developed in class, included test scores related to the core learning outcome*). The instructor of the course at my previous institution was (*insert name*) and can be reached at (*contact information*).”

- **Example Core Learning Outcome 2 – “Evaluate potential investments using multiple capital budgeting methods.”**

**Example for a work-related justification:** “In my work experience as an (*insert occupation*), I have consistently been required to demonstrate evaluation skills related to this core learning outcome. For instance, my accomplishments include (*developing financial proposals using appropriate evaluative tools, ranking various potential investments, using multiple valuation techniques*). I have attached examples of work products that corroborate my experience, including a job description on corporate letterhead from my employer or a similar document (in the absence of these documents the contact information for your supervisor should be included).”

- **Example Core Learning Outcome 3 – “Implement the four phases of the strategic planning process”**

**Example for a professional certification:** “I have sought professional certification in strategic management that shows I consistently meet the core learning outcome related to implementing the four phases. As part of my professional certification, the organization required the completion of (*list details of coursework, training, practice, and examinations*) that demonstrates I have been required to implement the strategic planning process. My certification is valid through (*insert date*), and a copy of my credential is attached.”