**EXPERIENTIAL LEARNING/COURSE CHALLENGE**

**APPROVAL FORM**

Course challenge may be used to earn college credit for a Buffalo State course when the course objectives and student learning outcomes have been previously met through life experiences and/or employment history. To initiate a course challenge, a student must meet with the department offering the credit. Once the challenge is complete, this form will be advanced to the Registrar’s Office by the Department Chair.

To inquire about credit for experiential learning that does not appear to match an existing Buffalo State course, a student should consult with the Individualized Studies (INS) Director.

**A student completing the challenge process is billed for $170 per course evaluation, whether successful or not.**

**Credit earned will be recorded as credit only (CR) rather than as a grade**

**INSTRUCTIONS:**

1. Student completes Part A

2. INS Director or chairperson of dept that offers the course checks eligibility in Part B and signs.

3. Chairperson of dept that offers the course completes Part C and signs and forwards to the Registrar’s Office.

**A. TO BE COMPLETED BY STUDENT**

|  |
| --- |
| Banner ID:       |
| Last Name:       |
| First Name:       |
| Major(s):       |
| Minor(s):       |
| Phone:       |
| BSU email :       |

**B. TO BE COMPLETED CHAIRPERSON, ADVISOR, or INS DIRECTOR**

The following rules all apply to earning credits through experiential learning/course challenge. Please check if student:

[ ]  is matriculated

[ ]  has not already earned credit or a grade for the requested course

[ ]  is not currently enrolled in the requested course

[ ]  has not already received 30 undergraduate credits or 6 graduate credits through course challenge/experiential learning

|  |
| --- |
| Name (print):      |
| Signature:      | Date:      |

**C. TO BE COMPLETED BY INS DIRECTOR or CHAIRPERSON OF DEPARTMENT THAT OFFERS THE COURSE**

The department determines the method for awarding experiential learning/course challenge credit, which may include but is not limited to: examination, portfolio evaluation, performance, or presentation.

The student completed the process defined by the Department and the faculty reviewed the required assessment for the following course:

 Course Number (ex. HIS 107):

 Credits:

I [ ]  approve/ [ ]  do not approve (check one) the awarding of the credit noted above to the student above based on the results of the experiential learning/course challenge assessment.

|  |
| --- |
| Department:       |
| Name:       |
| Signature:       | Date:      |

Registrar Use Only:

|  |  |  |
| --- | --- | --- |
| [ ]  Processed | Date       | Initials       |
| [ ]  Not Processed-notify Dept. | Date       | Initials       |
| [ ]  Notified Student Accounts | Date       | Initials       |