TO: Dr. Jasbir Dhaliwal, Associate Dean  
Fogelman College of Business  
FROM: Dr. Richard L. Irwin, Associate Dean  
DATE: February 9, 2012  
RE: Experiential Learning Credit Resources

The University of Memphis believes that rigorous professional and/or personal development occurs in settings outside the traditional classroom and grants experiential learning credit (ELC) to students who demonstrate the academic merit of such experiences. These contexts for ELC include both formal and informal learning that results from work-site training, professional organization certification, community volunteerism and unique life experiences.

The University College is currently the most proactive grantor of experiential learning credit (ELC) on campus. In an effort to extend the benefits of ELC to other academic units and their students University College proposes to serve as the ELC resource for the Fogelman College of Business. In this capacity, University College will mentor all students seeking ELC, manage the ELC portfolio submission and review process, billing, and posting credit hours as outlined below.

- As students who have been made aware that the Fogelman College of Business (FCOB) recognizes ELC seek additional information the University College ELC Mentor (currently funded through a Tennessee Board of Regents Access & Diversity Grant) will be available to provide consultation on ELC portfolio development and submission procedures.
- Portfolios submitted by FCOB students will be routed to FCOB-approved evaluators for an assessment to be completed in fourteen days. It is recommended that FCOB-approved evaluators participate in the portfolio review training provided by University College through the Council on Adult and Experiential Learning (CAEL). Evaluators will be compensated by University College for reviews. This semester ELC portfolios have been reviewed by the following FCOB faculty: Laura Alderson, Lloyd Brooks, Brian Janz, and Frances Fabian.
- Once notified that the portfolio review is complete the ELC Mentor alerts the University College Business Officer who communicates with the student regarding billing and registrar office for ELC posting on the student’s transcript (graduate awards cannot exceed 6 credit hours @ $50/credit hour and are posted as UNIV 7110; undergraduate awards cannot exceed 30 hours @ $30/credit hour and are posted as either UNIV 2900 or UNIV 3900).
- FCB determines how to recognize the credit. University College generally recognizes ELC as elective credit and does not count ELC toward general education nor thematic studies.