

80.20.017 EXPERIENTIAL CREDIT POLICY

Experiential Credit Policy

PURPOSE

The purpose of this policy is to outline the process by which students can petition for experiential credit at the St. Jude Children's Research Hospital Graduate School of Biomedical Sciences ("Graduate School").

SCOPE

This policy applies to all students actively enrolled at the Graduate School, regardless of mode of instruction and physical location of the student.

STAKEHOLDERS AFFECTED BY THIS POLICY

Stakeholders affected by this policy include all current and prospective students and those responsible for overseeing the assignment of credit.

POLICY

1.1 Experiential credit allows students to receive Graduate School credit for relevant, well-documented learning experiences outside of the traditional classroom setting. These experiences may include (but are not limited to) research experience and work experience. The experience(s) must have occurred within the last 10 years.

1.2 Students enrolled in the Graduate School can petition for experiential credit by submitting a portfolio that demonstrates their learning and mastery of specific courses.

PROCEDURE

2.1 Petition and Portfolio Submission

2.1.1 Students interested in applying for experiential credit must complete the Experiential Credit Petition Form and develop a comprehensive portfolio that showcases the relevant learning experiences.

2.1.3 The portfolio should include supporting documentation such as certificates and industry licensures, transcripts, performance reviews and commendations, letters of recommendation, artifacts and work examples, and any other materials that demonstrate the student's proficiency in the desired courses.

2.1.2 The form and portfolio should be submitted to the Associate Dean of the program, who will conduct an initial review and forward the materials to the programmatic subcommittee of the Curriculum Committee.

2.2 Programmatic Subcommittee Review

2.2.1 The programmatic subcommittee will review the submitted portfolio within a reasonable timeframe.

2.2.2 The subcommittee will assess the portfolio based on evaluation rubric that consider the following criteria:

- Relevance: The extent to which the learning experiences align with the knowledge, skills, and experiences outlined in the Graduate School's curriculum for the program, including the extent to which the learning experience is comparable to a designated credit experience and consistent with the Graduate School's mission.
- Depth and breadth: The depth and breadth of knowledge acquired through experiential learning.

80.20.017 EXPERIENTIAL CREDIT POLICY

- Quality of evidence: The quality and reliability of the supporting documentation provided in the portfolio.
- Mastery of outcomes: The extent to which the student demonstrates mastery of the program's student learning outcomes.

2.2.3 The subcommittee may request additional information or clarification from the student if deemed necessary.

2.3 Determination of Experiential Credit

2.3.1 Based on the review, the programmatic subcommittee will determine whether to grant the experiential credit and the number of credits to be awarded.

2.3.2 The decision will be communicated to the student in writing, along with a rationale for the determination.

2.3.3 If the experiential credit is granted, it will be recorded on the student's academic transcript with an experiential credit denotation, indicating the courses covered and the number of credits earned toward the Graduate School degree.

2.4 The maximum number of experiential credits will vary across programs; however, students must still meet the minimum percentage of credits that must be earned through instruction by the Graduate School (reference the Credit Hour Policy for more information).

DEFINITIONS

N/A

REFERENCE DOCUMENTS

- Credit Hour Policy

FORMS AND OTHER DOCUMENTS

- Experiential Credit Petition Form

POLICY DETAILS

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Policy Owner (Contact Info)	Steven Varga (steven.varga@stjude.org)
Policy Alternate	Stacey Schultz-Cherry
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80.20.017 EXPERIENTIAL CREDIT POLICY

REVISION HISTORY

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V2.0 – December 11, 2025

APPROVALS

Curriculum Committee – Approved on August 2, 2024

Curriculum Committee – Approved on December 11, 2025