

PORTFOLIO LETTER OF INTENT

Experiential Learning Credit (ELC)

Check As Appropriate:

UM ID# _____

I am currently enrolled as an undergraduate student

I am currently enrolled as a graduate student

Expected date of graduation: _____

PLEASE PRINT:

Last Name	First Name	MI
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Street Address	City	State	Zip
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Cell phone number	Alternate phone number	U of M Email address
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Which of the following sources informed you about ELC? (Check all that apply)

Advisor Fellow Student Faculty Website Advertising Education Fair

Advisor's Name: _____

Have you previously submitted an ELC portfolio? Yes No (if yes, date _____)

Have you submitted pre-assessed experiences, such as certificates or licenses, for experiential credit?
 Yes No (if yes, please list _____)

Major: _____

I, _____, understand that it is my responsibility to ensure that the credits sought and earned through the Experiential Learning Credit Program are applicable to my degree program.

What are the areas of study that you hope to fulfill with your portfolio?

<u>Area of Study</u>	<u>Level</u>	<u>Credit Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Terms and Conditions of this Letter of Intent

By checking each item I hereby acknowledge that:

1. ____ Payment of the evaluation fee is non-refundable under any circumstance.
2. ____ Payment of the non-refundable fee guarantees that my portfolio will be reviewed, but does not guarantee that any ELC credit-hours will be awarded.
3. ____ The non-refundable payment confirmation email has been submitted to ELC.
4. ____ I have satisfactorily completed ENGL 1010 and ENGL 1020.
5. ____ ELC cannot be used to meet, replace, or substitute for general education, thematic studies, or a senior project.
6. ____ Lower division ELC credit-hours cannot be used to satisfy upper division requirements.
7. ____ ELC cannot replace a failing grade or duplicate previously earned credit for a course.
8. ____ Should I change my major, ELC credits may not be recognized by the new major.
9. ____ I will not falsify, misrepresent, or plagiarize any content of the portfolio.
10. ____ My comprehensive academic portfolio will be submitted in electronic format.
11. ____ I will check my University of Memphis email account to learn of the status of my ELC portfolio evaluation.
12. ____ To appeal an ELC award I will follow the University's grade appeal process.
13. ____ If awarded ELC, I understand I must pay in full for the awarded credit hours and forward the payment confirmation email to ELC for the credit hours to post to my transcript.
14. ____ This Letter of Intent will remain in effect for one year from the date of this document.
15. ____ Completing and submitting this form on-line constitutes a valid agreement, as if it were signed.

Name

Date