



Policy: Applied Learning

Effective: June 1, 2019

Policy Type: Faculty

Responsible Department: Registrar Office

Policy: To meet graduation requirements, students in traditional undergraduate programs must complete 12 credits of applied learning. Schools or Academic Departments are responsible for decisions concerning how their students will meet Applied Learning credits. Their recommendations are approved by the Academic Affairs Committee.

- 1.0 Applied learning is a broad, creative education concept that demonstrates what students can do with what they know. It emphasizes commitment to analytic inquiry, active learning, real-world problem solving, and innovation. It may be demonstrated through traditional and non-traditional assignments and links knowledge and/or skills acquired in work, community, and/or research activities with knowledge acquired in one or more disciplines through a project, paper, or performance. Applied learning is a core element of an undergraduate's experience at Grace College.
- 2.0 Schools or academic departments are responsible for decisions concerning how their students will meet Applied Learning credits. Their recommendations are approved by the Director of Applied Learning and communicated to the Registrar's Office. If there are significant changes to applied learning credits within an academic program, then final approval for applied learning credits should come through the Academic Affairs Committee review process.
- 3.0 Students will earn applied learning credits in three ways:
 - 3.1 As part of experiences within traditional courses in the major, minor, and Grace Core class requirements (e.g., applied research projects, conferences/seminars)
 - 3.2 As part of non-traditional courses in the major, minor, and Grace Core (e.g. lab experiences, student teaching, internships, practicum)
 - 3.3 As part of engaging with campus and community experiences separate from courses (e.g., study abroad, job shadowing, community service)
- 4.0 To meet graduation requirements, students must complete:
 - 4.1 A minimum of 120 total credits, and
 - 4.2 A minimum of 12 of the 120 credits must be applied learning credits.
- 5.0 Applied learning credit for transfer students will be pro-rated as follows:
 - 5.1 0 – 29 hours transferred: 12 credits applied learning required
 - 5.2 30 – 59 hours transferred: 9 credits applied learning required
 - 5.3 60 or more hours transferred: 6 credits applied learning required.
- 6.0 Students may apply up to a total of 15 applied learning credits towards the 120 graduation requirement.
- 7.0 A minimum of 6 credits must be earned by each student in experiential education taking place outside the traditional classroom setting (this includes experiences listed



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in 2.2 and 2.3 above). A student may earn no more than 6 applied learning credits in courses that are primarily content-based (referenced in 2.1 above).

- 8.0 Cross-cultural field experiences will count for 2 credits of applied learning upon completion of proper de-briefing and critical reflection of the experience.
- 9.0 No single applied learning experience will count for more than 6 credits in a given semester without special approval granted by the Director of Applied learning in consultation with the school dean.
- 10.0 A standard rule for determining the number of credits to award a student doing an applied learning experience will be 1 credit for every 40 hours of learning activity. Schools or Academic Departments will make recommendations to the Academic Affairs Committee for any exceptions to this standard.
- 11.0 All applied learning experiences are to be pre-approved by the Director of Applied Learning. A pre-approved list of applied learning experiences is available to students on the Applied Learning portal site. Academic departments and advisors may also have additional applied learning experiences to recommend to students.
- 12.0 Applied learning credits may not be awarded retroactively and students must register for the credits in the same semester in which the applied experience occurs.
- 13.0 All proposals for applied learning experiences should be submitted to the Director of Applied Learning prior to the deadlines posted for the next semester in which the student wants to enroll in the experiences. Deadlines are posted on the campus calendar online.
- 14.0 Students register for applied learning classes (those not already set up in the registration management system) by completing an applied learning application.

Revision Process and History

- All revisions to the policy must be approved by the Academic Affairs Committee, and Faculty.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template