

## Petition for a Non-Standard ELAW experience

Petitions to satisfy ELAW through a non-standard experience must include the cover sheet (see the next page) followed by a typed letter to the Academic Policy Committee that addresses each of the numbered questions below, in order. Please provide thorough responses, so that committee members can clearly understand the nature of the experience you are proposing and make a fair and well-informed decision.

Please note that this petition process will not earn you any credit hours—to earn credit for an independent study, internship, etc., you must make separate arrangements through the appropriate channels.

Deliver petitions, as well as the required supporting documentation, to the Office of Academic Services, Glendening Hall 230, or to the Associate Dean of Faculty, Calvert 104a. You may also e-mail them to [corecurriculum@smcm.edu](mailto:corecurriculum@smcm.edu).

*Note: The Committee ordinarily meets every other Thursday during the academic year. The deadline for submitting petitions is noon on the Wednesday before the APC meeting. Petitions presented during the summer will be addressed as soon as possible given the availability of committee members.*

- 1) What will your experience consist of? (Please describe in 3–4 sentences).
- 2) In what ways will your experience incorporate structured learning, comparable to that of a four-credit class?
- 3) In what ways will this experience take you off campus, and require you to engage with a non-SMCM population?
- 4) How will this experience enable you to learn by DOING, rather than simply watching, listening, or reading about something?
- 5) How will this experience develop your knowledge base, and how will you connect it to your overall education at St. Mary's?
- 6) How do you expect this experience to help you critically reflect on the meaning of the liberal arts in the world?
- 7) Is there anything else we should know about your planned experience?

### Supporting Documentation

Please include the following:

- A letter or other documentation from your supervisor/professor confirming that you will be undertaking the experience you describe, and also the dates and hours involved. An acceptance letter for an REU will satisfy this requirement;  
*or*
- In the case of an independent study, a copy of the learning contract.

## **Cover Sheet for a non-standard ELAW Petition**

Please complete the sections of this form as needed. Ensure that any supporting documentation is attached.

Date of Petition:

Student ID number:

First name:

Middle initial:

Last name:

E-mail address:

Advisor's name:

Major (if declared):

Nature of experience (check the best fit):

Independent Study or Directed Research

Non-credit internship

REU or off-campus research assistantship

Other experience (experimental class, or combination of experiences adding up to four credits)

Semester in which your experience will take place (Spring, Summer, or Fall, and year):

Title of Experience:

Course number, if applicable:

Name of professor or off-campus supervisor:

Contact information (e-mail and telephone number) for supervisor:

Location of off-campus experience (name of facility, city, and state):

Dates and hours of non-credit experiences (for example, 1 July-15 August, 20 hours per week):

Student's signature:

Office Use Only: Documentation attached \_\_\_\_\_ Coordinator/Dean signature \_\_\_\_\_

*Revised 6 May 2015*