

UNIVERSITY POLICY TEMPLATE

ADMINISTRATIVE DIVISION Academic Affairs		POLICY NUMBER	
POLICY TITLE Undergraduate Student Records of Experiential and Co-curricular Learning			
SCOPE OF POLICY USC – Columbia		DATE OF REVISION XXX	
RESPONSIBLE OFFICER Provost		ADMINISTRATIVE OFFICE Office of the Provost	

PURPOSE

This policy

- authorizes records of experiential and co-curricular learning as official undergraduate student education records
- creates an extended transcript to report (at student discretion) student completion of approved experiential and co-curricular learning programs
- assigns responsibility for oversight and management of the creation, management, and reporting of official student records of experiential and co-curricular learning

DEFINITIONS

Engagements – experiential courses and co-curricular programs, events, and activities cataloged and recorded in the Beyond The Classroom Matters (BTCM) system; cataloging an Engagement requires defining the program within an established framework (e.g., educational purpose, design to achieve the purpose (how students engage), time on task, how participation is monitored)

Experiential Learning Opportunity (ELO) – an Engagement that meets stated criteria for ELO designation

Student Engagement Record – a record of a student’s completion of a cataloged Engagement, recorded in BTCM

My UofSC Experience – each undergraduate student’s online collection of their own Student Engagement Records

UofSC Experience Extended Transcript – an official university document that reports a student’s selected My UofSC Experience records; this electronic document can be distributed (to prospective employers, graduate schools) using the same process used for academic transcripts

Beyond The Classroom Matters® - an information system (supplemental to the university’s student information system for course records) for defining, collecting, organizing, managing, and reporting records of student engagement in experiential and co-curricular learning. Also, a registered trademark of the University of South Carolina.

POLICY STATEMENT

The University of South Carolina is committed to a superior student experience, engaging students in a rich learning environment with a wide range of educationally purposeful

programs. This policy authorizes and creates official education records for experiential and co-curricular learning, in order to provide more comprehensive documentation of undergraduate student learning within and beyond the classroom.

Courses and non-credit programs will be designated as “Experiential Learning Opportunities” after review and approval at appropriate levels of responsibility within the university as outlined in this policy and will be cataloged in the Beyond The Classroom Matters system. On satisfactory completion of a cataloged program, official student records will be collected in the Beyond The Classroom Matters system.

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The university will provide an extended transcript for reporting student’s experiential and co-curricular learning. Students will be able to report (at student’s discretion) their UofSC Experience records in a university report that displays the official seal of the University of South Carolina and the signature of the University Registrar, indicating that these are official university records. Information reported in the extended transcript comprises records collected and managed in the Beyond The Classroom Matters information system; the report is produced in the BTCM system.

Responsibility and Oversight

The Columbia Faculty Manual grants the faculties of the Aiken, Beaufort, Columbia, and Upstate campuses legislative powers in all matters pertaining to the granting of earned degrees, curriculum, instruction, research, extracurricular activities, and educational polices and standards of the university subject to the review of the President and the Board of Trustees.

The Vice Provost and Dean of Undergraduate Studies and the Vice President of Student Affairs and Academic Support share administrative responsibility for engagements and experiential learning opportunities (ELOs).

Criteria for courses and non-credit programs to be designated as Experiential Learning Opportunities are authorized by the Center for Integrative and Experiential Learning (CIEL) and developed by the shared governance practice described in Procedures. CIEL oversees the procedures for approving Experiential Learning Opportunities.

The Student Affairs and Academic Support (SAAS) Planning and Assessment office has responsibility for the Beyond The Classroom Matters information system, with oversight by the Vice Provost and Dean of Undergraduate Studies, the Vice President for Information Technology and Chief Information Officer, and the Vice President for Student Affairs and Academic Support.

The department or unit providing a cataloged engagement regardless of type (ELO, non-ELO, credit or non-credit) has responsibility for ensuring that the quality of the program is of high

caliber, reflects the mission of the institution, and for ensuring that student records of completion are accurately recorded in the BTCM system.

PROCEDURES

1. Beyond The Classroom Matters® serves as the repository for university information and student records regarding validated experiential and co-curricular learning programs.
2. BTCM serves, in conjunction with the University Registrar, as the reporting entity for experiential and co-curricular learning programs as recorded in the BTCM system.
3. The Center for Integrative and Experiential Learning oversees the process for determining that an Engagement meets the criteria for designation as an Experiential Learning Opportunity (ELO): (1) 45 hours or more in a sustained/cohesive experience that involves applying academic concepts or theories in a real world context, (2) provision of clear expectations for participation, (3) feedback to the student on participation and/or learning, and (4) student analysis of their experience and learning (i.e., meaningful reflection). The ELO Committee evaluates and approves each proposal according to the above guidelines.
4. The ELO committee consists of five members: the Director of the Center for Integrative and Experiential Learning, who is also the chair of the committee, the Associate Director of Center for Integrative and Experiential Learning, two faculty members who are also knowledgeable about experiential learning, and one full-time staff member who is knowledgeable about experiential learning. The Director is appointed by the Provost after a search (ACAF 1.02) and the other members are chosen by the Director. The Faculty Senate will confirm the faculty membership of the committee as provided in Article VI of its By-laws. The Faculty Senate Steering Committee may designate a Faculty Senator to sit on the ELO committee as a non-voting member in order to report the Committee's activities to the Faculty Senate.
5. When a course is approved by the ELO Committee as an Experiential Learning Opportunity, it is forwarded to the Committee on Curricula and Courses for approval and is then sent to Faculty Senate for final approval before being sent to the Registrar for tagging as an ELO. Not all ELOs are credit-bearing.
6. The SAAS Planning and Assessment office oversees the process for determining that non-credit engagements that are not ELOs meet the defining criteria required for cataloging and recording.
7. All Engagements must include the educational purpose, design to achieve the purpose, time on task and how participation is monitored. New engagements that are not ELOs and not credit-bearing may be proposed by a Director of a unit within the Division of Student Affairs or the Director/Chair/Dean of an academic unit. These are reviewed by the SAAS Planning and Assessment office with final approval from the Vice Provost/Dean of Undergraduate Studies or the Vice President for Student Affairs/Vice Provost.
8. BTCM procedures for documentation and recordkeeping are aligned with standard practices of the University of South Carolina for credit programs and with generally accepted best practices.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES
As applicable

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
Date 1	New policy approval
Date 2	Justification

DRAFT