

## Prior Learning Assessment Portfolio Framework

*Credit for Prior Learning will not be considered for courses students have already completed or for courses in which students are currently enrolled. It is the student's responsibility to consult the Credit for Prior Learning Guide to determine eligibility. Any fees must be paid at the time this portfolio is submitted.*

### Part I: Current Course Syllabus or Course Outline

For any course you wish to submit portfolio evidence for, you must first obtain a copy of the syllabus or course outline. If you are having difficulty locating the course outline or syllabus, contact the department chair for the course's program area or consult with your faculty advisor. Support can also be provided through an appointment with the Student Success Center. The learning outcomes on the syllabus or course outline are the key to the portfolio evaluation process. Review those learning outcomes carefully to ensure you are confident you have met each of them individually through prior learning experiences you can support with evidence.

### Part II: Student Background Information

Write an abbreviated autobiography detailing applicable work and life experiences. Include information that paints a portrait of who you are and how your prior learning experiences have shaped your understanding of the overarching subject matter of the course for which you are seeking credit.

### Part III: Student Employment and Community Involvement Information

Create or revise an up-to-date résumé detailing all related work and community involvement experiences, including companies or organizations, positions held, dates, specific skills, awards, and accomplishments. Be sure to include any related volunteer experience, awards, and professional organizations if applicable.

### Part IV: Student Evidence of Course Learning Outcomes

Provide a thorough explanation of how your work experiences, community involvement, and life experiences have led to your mastery of each learning outcome individually. Keep in mind all explanations must be accompanied by documentation submitted with the portfolio in Part V as evidence of learning. Examples of evidence include but are not limited to official forms and records, licensure, training certificates, course descriptions of noncredit courses you have evidence of completing, job descriptions, professional letters of recommendation or commendation, job performance evaluations, nonprofit or volunteer service letters of support, newspaper clippings, photographs, and samples of original work. NOTE: Not all courses have the same number of learning outcomes. This framework includes six for example purposes only.

| Learning Outcomes from Common Course Outline or Syllabus  | Explanation of Prior Learning   | Evidence / Documentation   |
|---|---|--|
| <b>Learning Outcome 1:</b><br>In the Canvas course, you will be required to state each learning outcome individually. | In the Canvas course, you will be required to provide a specific explanation of how your work experiences, community involvement, and life experiences have led to your mastery of this learning outcome. | In the Canvas course, you will be required to state which item of evidence/documentation supports your explanation of prior learning for this outcome. |
| <b>Learning Outcome 2:</b><br>In the Canvas course, you will be required to state each learning outcome individually. | In the Canvas course, you will be required to provide a specific explanation of how your work experiences, community involvement, and life experiences have led to your mastery of this learning outcome. | In the Canvas course, you will be required to state which item of evidence/documentation supports your explanation of prior learning for this outcome. |
| <b>Learning Outcome 3:</b><br>In the Canvas course, you will be required to   | In the Canvas course, you will be required to provide a specific explanation of how your work experiences, community involvement,   | In the Canvas course, you will be required to state which item of evidence/documentation supports  |

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|---|---|--|
| state each learning outcome individually.   | and life experiences have led to your mastery of this learning outcome.   | your explanation of prior learning for this outcome.   |
| <b>Learning Outcome 4:</b><br>In the Canvas course, you will be required to state each learning outcome individually. | In the Canvas course, you will be required to provide a specific explanation of how your work experiences, community involvement, and life experiences have led to your mastery of this learning outcome. | In the Canvas course, you will be required to state which item of evidence/documentation supports your explanation of prior learning for this outcome. |
| <b>Learning Outcome 5:</b><br>In the Canvas course, you will be required to state each learning outcome individually. | In the Canvas course, you will be required to provide a specific explanation of how your work experiences, community involvement, and life experiences have led to your mastery of this learning outcome. | In the Canvas course, you will be required to state which item of evidence/documentation supports your explanation of prior learning for this outcome. |
| <b>Learning Outcome 6:</b><br>In the Canvas course, you will be required to state each learning outcome individually. | In the Canvas course, you will be required to provide a specific explanation of how your work experiences, community involvement, and life experiences have led to your mastery of this learning outcome. | In the Canvas course, you will be required to state which item of evidence/documentation supports your explanation of prior learning for this outcome. |

### **Part V: Evidence of Learning**

In the Canvas course, you will be required to upload each item of evidence listed as documentation in Part IV. All forms of evidence must be saved as a PDF, must be loaded individually, and must share the same name as the reference to the document in Part IV.

### **Part VI: Submission Acknowledgement**

Once all prior modules have been completed in the Canvas course, you will be required to submit the following acknowledgement before your portfolio will be sent to Academic Affairs for review.

I understand that I am applying for my prior learning to be assessed based on the knowledge, skills, and experiences represented in the evidence and explanations provided in this portfolio AND based on their direct alignment with the specific college-level learning outcomes of the course(s) for which I am requesting credit. I recognize that portfolio assessment is NOT an evaluation of years of experience; it is an evaluation of college-level learning acquired throughout those years of experience. Further, I confirm that all of the information I am providing is accurate and true, and I acknowledge that credit is not guaranteed. If I am awarded credit, I understand there will be a fee of 50% tuition for each credit earned that must be paid prior to any credit(s) being issued.