



## Prior Learning Assessment Students Preparing for the Portfolio

Currently enrolled students may request exemption credits through documented work or life experiences in the field in which a degree is being pursued. This type of prior learning assessment may be used when exemption credits cannot feasibly be granted by other means.

**It is important to meet with your Academic Program Director or PLA Evaluator prior to beginning the portfolio process. Together, you will decide if this is an appropriate process for you.**

This type of PLA requires a written submission of a compilation of documentation (portfolio) that demonstrates learned competencies, expertise, and knowledge from career, military or volunteer service as defined by the academic program.

A fee of \$75 will be charged for the exemption through portfolio and the grade "EP" will appear on the college transcript if exemption credit is awarded.

### General Guidelines for Portfolio

Your portfolio should include specific sections, should be clear and well organized. The purpose is for you to demonstrate mastery of the course learning outcomes through the portfolio contents.

#### Section One

1. PLA Student Request Form
2. Additional details for reason of request if appropriate

#### Section Two

1. Compare the learning outcomes of the course to learning gained through prior experiences. Using a chart helps to organize information.
2. Clearly identify the learning outcomes/competencies listed in the course syllabus and list your experiences that provide similar learning.
3. Experience can include volunteer activities, work experience, noncredit coursework and military experience. (what you did, what you had to know and what you learned)

#### Section Three

1. Include your resume.
2. Supporting documentation is required to verify your prior learning experience. The program areas may have specific requirements. Some examples:
  - Job description
  - Letter from supervisor
  - Examples or samples of work performed
  - Certification or certificate
  - Awards
  - Evaluations
  - Proof of noncredit courses completed

#### NEXT STEPS:

1. **Pay your fee for Portfolio PLA at the Business Office.**
2. **Submit your payment receipt and portfolio to your PLA Evaluator.**
3. **The PLA Evaluator will determine if exemption credit will be awarded.**
4. **The PLA Evaluator will notify you of the result from the assessment.**