Credit by Portfolio

1. POLICY:

Undergraduate credit for prior learning through the development of a prior learning assessment (PLA) portfolio is an available option at Adams State University through the Office of Extended Studies. In accordance with the guidelines provided by the American Council on Education (ACE) and the Council for Adult and Experiential Learning (CAEL), credit for prior learning is granted for demonstrated learning outcomes which have grown out of such life experiences as employment, volunteer work, community service, and travel. Credit for military service is covered under a separate policy. The student’s learning must relate to a particular discipline, academic program or field of study at Adams State University, and reflect a balance of theoretical and practical learning appropriate to the subject matter. The student’s learning can also relate to elective options which enhance the students overall breadth of knowledge. The learning which occurred as a result of these experiences must be validated in accordance with this policy to ensure it is equivalent to that acquitted at the university level in terms of quality and outcomes.

The prior learning provided for credit review must reflect original work and cannot be duplicated through any means of credit through Adams State University coursework or through other means of PLA such as CLEP exams, DSST exams, military credit, ACE workplace training credit, AP, IB, etc.

Credit for prior learning earned under this policy may not be applied to courses in which a student has already earned a grade.

Credits earned under this policy shall be recorded as the Adams State University equivalent course with a grade of P and shall not count toward the student’s grade-point-average calculation. Credit earned under this policy as elective credit will be recorded as ELEC 100 to 400 depending on the content and rigor demonstrated through the assessment.

Credit can be earned only once for the same course. Transcripts from other institutions and documentation from other sources of learning will be cross-checked.

Credits earned under this policy do not fulfill college residency requirements.

To receive credit for prior learning, the student must be enrolled as a degree-seeking student at Adams State University and must be an undergraduate student in good standing.
In addition to the course tuition for ID 279 Portfolio Development Workshop, the PLA portfolio development course through the Office of Extended Studies, a transcription fee based on the prior learning assessment fee schedule is assessed for the credits earned and recorded on her/his transcript. The fee schedule will be made available through the Office of Extended Studies and Student Business Services website.

By initiating the request for PLA portfolio development, the student agrees to be financially responsible for the transcription fee assessed on their ASU financial account. Assessment for elective credit may be completed by the Records Office and/or the designee of the Records Office. These assessment reviews will be completed and posted to the student transcript at no cost to the student.

II. PURPOSE:

The purpose of this policy is to define policies and procedures for awarding credit for prior learning.

III. DEFINITIONS:

A. Prior Learning Assessment (PLA) Portfolio: Collection of formal written documents, or other supporting artifacts as appropriate to the discipline, that identify the knowledge and skill acquired through non-formal learning, and provides evidence to support a request for academic credit.

B. American Council on Education (ACE): A coordinating body for the nation’s higher education institutions. ACE provides recommendations for granting credit for college-level learning obtained in non-college settings.

C. Council for Adult Experiential Learning (CAEL): A nonprofit organization dedicated to helping adult learners get the education and training they need and that provides guidelines for the assessment of prior learning in non-college settings.

D. Vice President for Academic Affairs (VPAA): The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.

E. Subject-matter Expert (SME): The individual with genuine expert knowledge and experience about the course being petitioned in PLA portfolio.

IV. PROCEDURES:

A. Students wishing to apply for the PLA portfolio development must request interest in an email to the PLA liaison/ID 279 instructor.

B. The student will be provided a self-assessment worksheet to complete by the PLA liaison/ID 279 instructor to make sure the student is a good candidates for PLA portfolio development. The student may be directed at that time towards other options regarding approved processes for prior learning at ASU.

C. After consultation with the PLA liaison/ID 279 instructor, students wishing and approved to pursue undergraduate credit through PLA portfolio development will be required to follow one of two procedures:
<table>
<thead>
<tr>
<th>Elective Credit</th>
<th>ASU Course Equivalent Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) If the credit being sought is for elective credit, the student will be required</td>
<td>1) If the credit being sought is for equivalent course credit for courses recognized in the</td>
</tr>
<tr>
<td>to assemble a portfolio of all documented training and knowledge including contact</td>
<td>ASU catalog, the student will be required to enroll in ID 279 Portfolio Development Workshop</td>
</tr>
<tr>
<td>time, learning outcomes, dates of training, etc. Documentation within the portfolio</td>
<td>offered through the Office of Extended Studies. Payment will be required by the student at the</td>
</tr>
<tr>
<td>should include validation from entities offering the training along with contact</td>
<td>time of enrollment for the course tuition and fees associated. Through the course, the student</td>
</tr>
<tr>
<td>information.</td>
<td>will develop one (1) PLA portfolio utilizing the institutional syllabus for the course</td>
</tr>
<tr>
<td>2) Upon completion of the portfolio the student shall present it to the Associate</td>
<td>equivalent sought to address attainment of learning outcomes through prior learning. Upon</td>
</tr>
<tr>
<td>Vice President of Extended Studies-Academics who will then review in consultation</td>
<td>completion of ID 279 Portfolio Development Workshop, the student will submit one (1) completed</td>
</tr>
<tr>
<td>with the Office of Academic Affairs. A credit recommendation will be made based on</td>
<td>portfolio to the PLA liaison/ID 279 instructor.</td>
</tr>
<tr>
<td>the review of the learning presented in the portfolio to the Vice President for</td>
<td>2) Upon receiving a PLA portfolio for review, the PLA liaison/ID 279 instructor will meet with</td>
</tr>
<tr>
<td>Academic Affairs.</td>
<td>the appropriate ASU Subject-Matter Expert (SME) to determine whether the learning which occurred</td>
</tr>
<tr>
<td>3) The Vice President for Academic Affairs will make the final approval of elective</td>
<td>as a result of the identified life experiences, as demonstrated by the PLA portfolio, is equal</td>
</tr>
<tr>
<td>credit to be awarded. A copy of the portfolio along with the approved elective</td>
<td>to university-level learning and sufficient to meet expectations in for the ASU course</td>
</tr>
<tr>
<td>credit designation will be submitted in writing to the Registrar’s Office for</td>
<td>equivalent requested. The SME conducting the review will determine the number of credits to be</td>
</tr>
<tr>
<td>on-campus students and the Office of Extended Studies for distance degree students.</td>
<td>awarded and indicate the specific course for which the credit is to be awarded on the Prior</td>
</tr>
<tr>
<td>The appropriate office will post the elective credit to the student’s transcript.</td>
<td>Learning Assessment – Portfolio Evaluation Form.</td>
</tr>
<tr>
<td>There are no transcription fees for elective credit review.</td>
<td>3) Upon assessment of learning and determination of credits to be awarded, the SME will forward</td>
</tr>
<tr>
<td>4) If a student is not granted credit for a portfolio, the student may resubmit it</td>
<td>the reviewed and evaluated PLA portfolio and evaluation form to the PLA liaison/ID 279 instructor</td>
</tr>
<tr>
<td>at a later date and the portfolio must have been substantially revised in content for</td>
<td>who will submit the PLA portfolio and evaluation form noting the SME’s recommendation to the</td>
</tr>
<tr>
<td>consideration.</td>
<td>Vice President for Academic Affairs (VPAA), who shall make a final determination on the awarding</td>
</tr>
<tr>
<td>5) Once elective credit is approved, the student is not allowed to use contents of</td>
<td>of any credit. The</td>
</tr>
<tr>
<td>the presented portfolio for any further request for credit through this policy.</td>
<td></td>
</tr>
</tbody>
</table>
CHAPTER: Academic Policy  
SUBJECT: Credit for Prior Experience: Credit by Portfolio  
POLICY #: 100-07-05  
Page 4 of 4  

completed Prior Learning Assessment – Portfolio Evaluation Form and PLA portfolio will be sent to the PLA liaison/instructor of ID 279 Portfolio Development Workshop. The PLA liaison/ID 279 instructor will notify the student of the evaluation.

4) If “pass” is approved by the SME and VPAA, the Office of Extended Studies will post the approved credit and course to the student’s transcript once payment is received for transcription fees associated. The student will be responsible for the transcription fees.

5) The SME and VPAA can provide the student two fail options. If “fail, resubmission recommended” is approved, resubmission is due within 30 days to the PLA liaison/ID 279 instructor from the VPAA review date on the Prior Learning Assessment - Portfolio Evaluation form. If not returned within 30 days, the student will receive automatic denial of credit without the possibility for resubmission. If “fail, no resubmission possible” is approved, the student does not have the option to resubmit or revise the PLA portfolio. There is no option for an appeal. Student concerns regarding the assessment process need to be submitted in writing to the VPAA. Students submitting further PLA portfolios for petition need not register again in ID 279 Portfolio Development Workshop offered by the Office of Extended Studies. The student will continue to work with the PLA liaison/ID 279 instructor on subsequent PLA portfolio submissions for petition with the SME and VPAA.

6) Once equivalent credit is approved, the student is not allowed to use contents of the presented PLA portfolio for any further request for credit through this policy.
<table>
<thead>
<tr>
<th>CHAPTER:</th>
<th>SUBJECT</th>
<th>POLICY #</th>
<th>Page 5 of 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Policy</td>
<td>Credit for Prior Experience: Credit by Portfolio</td>
<td>100-07-05</td>
<td>July 21, 2016</td>
</tr>
</tbody>
</table>

V. RESPONSIBILITY:

A. It is the responsibility of the student seeking credit for prior learning to initiate the above procedure and to pay all required fees.

B. It is the responsibility of the PLA liaison/ID 279 instructor to consult with the student to provide viable options for credit for prior learning, to determine if credit by portfolio is appropriate for the student and to support the student through the process. This person will also act as a liaison between the student, the Office of Academic Affairs, academic departments, and other ASU student support offices.

C. It is the responsibility of the Subject-Matter Expert and Vice President for Academic Affairs to make the final determination on the awarding of credit for PLA portfolio development. The VPAA will respond to student concerns regarding this procedure.

VI. AUTHORITY:

VII. HISTORY:
    July 21, 2016

VIII. ATTACHMENTS

    Prior Learning Assessment-Portfolio Evaluation Form (July 21, 2016)
Prior Learning Assessment - Portfolio Evaluation Form

Student name: _______________________________________
Student ASU ID number: ______________________________
Date submitted: _____________________________________
Course petitioning: ___________________________________
Credit hours seeking: _________________________________

To be completed by ASU subject-matter expert (SME):

Grade (check one):
___ Pass. Student is to receive ____ credit hours for the course __________________________.
___ Fail, resubmission recommended*.
___ Fail, no resubmission possible.
*Resubmission, if chosen, is due within 30 days to PLA liaison from VPAA review date stated below. If not
returned within 30 days, the student will receive automatic denial of credit without the possibility for resubmission.

Comments (add sheet(s) if needed):

ASU SME Printed Name: _______________________________
ASU SME Signature: _________________________________ Date: _______________________

To be completed by Vice President for Academic Affairs (VPAA):

____ Approval of ASU SME recommendation as stated above.
____ Denial of ASU SME recommendation as stated above.

VPAA Signature: _________________________________ Date: _______________________

Return reviewed PLA portfolio and evaluation to Carissa Watts: RH 1-800, crahn@adams.edu, x8291