



REQUEST FOR PRIOR LEARNING CREDIT PORTFOLIO CONSIDERATION

NAME: _____ DATE: _____

STUDENT ID #: _____

SUBJECT OR COURSE FOR WHICH CREDIT IS REQUESTED (Course name):

ATTACH THE FOLLOWING INFORMATION ABOUT THE EXPERIENCES FOR WHICH CREDIT IS REQUESTED:

1. A current resume focusing on the experience and skills gained related to the student learning outcomes of the course which may qualify for prior learning credit in the subject area.
2. A detailed list of formal training related to the student learning outcomes of the course including both off-the-job training in classes, conferences or workshops as well as on-the-job training.

Approved for portfolio development

Disapproved

Signatures:

Designated College Official: _____ Date: _____

Discipline Faculty Member: _____ Date: _____

Dean for Course Discipline: _____ Date: _____

NOTE: If the portfolio of information is approved for credit by the faculty member, dean, and provost, the credit will be posted to the student's record by the records and registration department once the student has paid the applicable fees.

The total amount of credit awarded cannot exceed 75% of the requirements for the degree or certificate. The credit will be identified as experiential credit on the transcript and may not be accepted for transfer by other institutions. Determination of transferability will be made by the receiving institution.