

## PRIOR LEARNING ASSESSMENTS

For many adults, getting a jump on earning college credit is critical to pursuing and completing a degree. Many adults with years of work experience can earn academic credit or the knowledge gained from some of those experiences.

Prior Learning Assessments is the process of earning credit for college-level learning acquired through work, training, volunteering, or personal experiences.

With Portfolio Assessments, the College of Extended Learning can use the Council for Adult and Experiential Learning (CAEL) Ten Standards for Assessing Learning. Each applicant is required to document one's knowledge and learning experience, creating a portfolio that will be thoroughly reviewed and assessed by a NSU faculty member of the specified discipline area.

College credit is awarded for the LEARNING documents in the portfolio, not for the EXPERIENCE represented.



## PREPARATION OF A PORTFOLIO

For each course to be assessed, the student applicant must provide a cover letter that includes the following information:

- » Course title and description from the NSU catalog, the number of credit hours, and the date of the catalog publication.
- » A typed essay based upon the course objectives which describes the experience and rationale used as a basis for documenting the student's learning of the applicable course material.
- » A list of the items of evidence presented by the student to document his/her learning.
- » Include applicable items of evidence. Examples listed below.

Acquire course(s) syllabus from syllabus from the NSU website or the CEL office to examine the class objectives and activities used to obtain the knowledge. An applicant is required to meet a knowledge level of at least 80 percent of the objectives.

## ITEMS OF EVIDENCE

Items of evidence should be completely personalized based on a each student's prior experiences and learning. However, this list of suggestions may help in planning a portfolio:

- » Detailed and expanded resume with a thorough description of duties, responsibilities and time spent in each position as well as specific earning that occurred during employment
- » Letter of documentation from applicable supervisor
- » Certificates of training programs
- » Credentials of trainers sponsoring training programs
- » Licensure or professional certification held
- » Video/audio clips of performances
- » Awards received
- » Documents or other items produced by the student including: manuals, presentation outlines, presentations, memos, marketing pieces, examples of development and organization and other written items
- » Transcript(s) of previous educational work

## PORTFOLIO ASSESSMENT

**Cost:** \$100 per portfolio application submitted (non-refundable)

**Registrar Filing Fee:** \$15 per credit hour

**Processing Time:** 6-8 weeks

- » Credit earned by portfolio assessment is designated on the transcript by a "P" for passing. These types of assessments will not count toward financial aid eligibility.
- » Any student wishing to pursue credit through a portfolio may do so for a maximum of 12 credit hours (pending a degree).
- » Students will be required to submit separate portfolios for each course they are having assessed, as well as pay the application fee for each portfolio submitted.
- » Prior Learning Assessments apply to undergraduate course work only.
- » NSU's College of Extended Learning will not accept appeals regarding final interpretation in granting of portfolio credit.