NORTHEASTERN STATE UNIVERSITY

Prior Learning Assessment

YOU MAY BE ELIGIBLE TO EARN COLLEGE CREDIT FOR:

- WORK EXPERIENCE
- PREVIOUS TRAINING
- VOLUNTEER WORK
- OTHER LIFE EXPERIENCES

OTHER PRIOR LEARNING ASSESSMENTS OFFERED AT NSU:

- **CLEP** (COLLEGE LEVEL EXAMINATION PROGRAMS) TEST
- **CCDE** (COLLEGE COURSE DEPARTMENTAL EXAMS)
- **DSST** (DANTES SUBJECT STANDARD TESTS)
- **ACE** CREDIT RECOMMENDATION SERVICE
- **CLEET** (COUNCIL OF LAW ENFORCEMENT EDUCATION AND TRAINING)

To learn more about
Prior Learning Assessment
contact your academic advisor or the College of Extended Learning at
918-449-6225
or
CPL@NSUOK.EDU

NORTHEASTERN STATE UNIVERSITY

www.FinishAtNSU.com

Prior Learning Assessment

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Prior Learning Portfolio Assessment

Prior Learning Assessment is the process for students to **earn** college credit for the college-level learning acquired through previous work, training, volunteering, or personal experiences.

The College of Extended Learning at NSU has developed a Portfolio Assessment model which utilizes the Council for Adult and Experiential Learning (CAEL) Ten Standards for Assessing Learning to evaluate and assess an individual's previously learned knowledge.

Applicants seeking the Portfolio Assessment are required to document one's knowledge and learning experience through the creation of a Portfolio which is made up of items of evidence that will be reviewed and assessed by up to three NSU Faculty members from the specified discipline area.

Preparation of a Portfolio

The Portfolio Assessment is course specific and is intended to demonstrate that an individual holds the knowledge and/or training otherwise intended to be learned in a particular class.

For each course to be assessed, the applicant must provide a Formal Written Request in the form of a cover letter that includes the following information:

- Course title, course number, and course description (from the NSU Course Catalog)
- A few paragraphs describing the experience and rationale used as the basis for documenting the student's learning of the applicable course material
- Minimum of one page or maximum of two pages, single-spaced
- Formal Written Requests must be submitted before students are accepted into the Portfolio Assessment Program

Submitting Items of Evidence

Applicants seeking the Portfolio Assessment are required to submit personalized evidence for their portfolio that clearly documents the skills and knowledge as it relates to a particular course.

Although evidence will be individualized, below is a list of suggested types of evidence (this is not an exhaustive list):

- Detailed and expanded resume
- Signed letter of endorsement from applicable supervisor
- Certificates of training programs
- Credentials of trainers/instructors sponsoring training
- Licensure or professional certification held
- Awards Received
- Transcripts from previous educational work
- Documents produced by student (to include manuals, business models, outlines, presentations, memos, and other written items)

Prior Learning Assessment

COST:

$100 per portfolio application submitted (non-refundable)

+

$15 per credit hour filing fee from Registrar (IF credit is awarded)

Processing Time:

6 – 8 Weeks

- Portfolio credit is <u>not</u> considered residence work and is <u>not</u> eligible for financial aid
- Credit earned by portfolio assessment is designated on the transcript by a "P" for passing and will <u>not</u> be calculated in GPA
- A maximum of 12 credit hours (pending degree) is accepted through the Prior Learning Assessment program
- Students are required to submit separate portfolios for each course being assessed and pay the application fee for each
- The College of Extended Learning will <u>not</u> accept appeals regarding final interpretation in granting portfolio credit