



PRIOR LEARNING ASSESSMENT APPLICATION PORTFOLIO REVIEW EVALUATION

Registrar's Office

A student may apply for Prior Learning Assessment evaluation as substitution for academic program curricula. A portfolio of supporting materials must be submitted to the appropriate course subject expert for evaluation (i.e.; course instructor). A student with a number of years of experience in fields which may be related to coursework should seriously consider this option. It is strongly recommended that students considering this option meet with a course content expert to discuss the portfolio plan prior to beginning to determine how prior learning may relate to program coursework.

NOTE: Prior Learning Assessment credit awarded should not exceed two thirds of the program courses required to complete a degree. Students receiving alternative credit must meet residency requirements for their degree. Prior Learning Assessment credit awarded through portfolio review by institutional faculty will be noted as **"PP"** on the student's official transcript. Credits earned through Prior Learning Assessment may not be accepted by other colleges for transfer credit.

STUDENT: Please complete the top half of this form, list the course(s) for which credit is being sought, and submit to the Business Office for payment. Students may utilize their credit balance to pay the evaluation fee before the refund period. Once signed by the Business Office, submit this form to the course content expert along with your completed portfolio. **The \$90 evaluation fee is a fixed fee per course and must be paid before submitting materials to the evaluator; the fee is nonrefundable, regardless of credit status after evaluation.**

EVALUATOR: The Evaluator must be a course subject content expert (i.e.; course instructor). Assure that payment has been made with Business Office before evaluating the portfolio. Record the results of the portfolio review, sign, date, and send this form directly to the Division Dean over the course for signature; the dean then forwards the completed form to the Registrar's Office. **Attach a copy of the completed rubric used to evaluate course requirements.** The portfolio should be saved by the course assessor for a minimum of six months.

Student Name: _____ Student ID: _____

Program: _____ Program Advisor: _____

Zane State College Course ID	Evaluation Fee	Payment Business Office Signature/Date	Portfolio Review Reviewer Recommendation
	\$90.00		Assessment Score: _____ Credit Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No
	\$90.00		Assessment Score: _____ Credit Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No
	\$90.00		Assessment Score: _____ Credit Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No
	\$90.00		Assessment Score: _____ Credit Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No

EVALUATOR: ATTACH COPY OF EACH COMPLETED "RUBRIC FOR PORTFOLIO BASED CREDIT"
USED TO EVALUATE PORTFOLIO AND SUBMIT TO DEAN FOR APPROVAL

Course Evaluator Signature

Date

Division Dean Approval

Date

Registrar's Signature

Date Processed