

SUNY Corning Community College

Prior Learning Assessment Policy and Procedures

Purpose of Policy:

To recognize college level learning students acquire outside of formal higher education, SUNY Corning Community College relies on the following policy to ensure practices consistent with academic integrity and responsive to nontraditional learners. Such learning may be derived from various life and work experiences and the term “prior learning assessment” refers to all of the processes the college uses to review and evaluate evidence of learning and to award academic credit as indicated by academic and administrative standards. Adherence to this policy is also intended to support transparent transfer of prior learning assessment credit among institutions of higher education.

Policy and Procedures

Some students come to SUNY CCC already having proficiency in one or more courses. Credit can be received for prior course work, life experience, or examination. When considering students for advanced standing, the College is guided by the recommendations of the American Council on Education and the American Association of Collegiate Registrars and Admissions Officers and reserves the right to evaluate all academic work in terms of current validity. The learning experience must be at the college level.

Degree candidates must complete a minimum of 30 program hours of credit in residence at SUNY CCC. There are several methods by which credit is granted:

1. Transfer Credit

Credit-bearing transfer courses (at C level or above) may be accepted from any regionally accredited, candidate, or correspondent institution of higher education or NYS Education Department chartered degree-granting institution. There shall be no limit on the number of transfer credits accepted. However, some programs have special requirements regarding transfer credit. Transfer credit can be awarded for course work taken from a foreign institution. The transcript from the foreign institution must be evaluated by an approved agency (World Education Services or Education Evaluators International). The foreign institution must be accredited and a grade of C or better must have been achieved for the course work.

An applicant who has attended other colleges or post-secondary schools and wishes to receive transfer credit for work completed must provide the Admissions Office with an official transcript from each school.

2. Credit by Examination

Credit may be awarded to students who earn an appropriate grade in any of the following exams: CCC challenge exams, Excelsior College exams, Advanced Placement exams offered through the College Board, International Baccalaureate Exams, College Level Examination Program (CLEP) and DANTES/DSST exams. In some cases, SUNY CCC course work or other demonstration of skills may be required before credit is granted. Students may obtain credit for these courses by successfully completing the exam (provided the academic divisions have comprehensive

examinations available). The transcript will show the credit earned. No letter grade is given; this credit will not affect a student's GPA (Grade Point Average). There is no limit to the amount of credit that can be earned in this manner; however, this credit does not apply to the residency requirement. Make arrangements through the appropriate academic division. Contact the Admissions Office or an academic adviser for information.

3. Credit for Prior Learning

Credit through portfolio assessment is granted by an academic division. Persons who have gained college-level learning through work or other experiences may demonstrate that knowledge through various methods (performance, oral, or written). These credits are not considered residency credits but are treated as transfer credit. There is a fee for credits awarded. See Admissions or an educational planner for information.

Credit for Military or Other Training Programs

See Transfer Credit or Credit for Prior Learning. For consideration of credit for military service, submit an official academic transcript to the Office of Admissions.

Credit for military or other training programs may be earned through any of the following means: military course work, non-collegiate institution sponsored courses/workshops as recommended for credit by the American Council on Education, course work approved by the New York State Education Department (*National College Credit Recommendation Service (NCCRS)*) or a CCC associate dean and SUNY CCC approved training programs offered through industry.

Prior Learning Assessment Policies:

- Students must be an active SUNY Corning Community College student, enrolled in a degree program before credit can be formally added to the transcript. However, SUNY Corning Community College staff will do an informal review of transcripts and discuss options for prior learning assessment as part of the Admissions process. Click [here](#) to complete or update the admissions application.
- Students must complete a minimum of 30 program hours of credit in residence at SUNY CCC; credit earned through prior learning assessment does not count toward the 30 hours of residency credit.
- Prior learning must match existing courses using the course description and course outcomes for guidance. Under advisement, students may also use some prior learning assessment as elective credit. Students should contact their adviser or the Educational Planning Center with questions about how to initiate their prior learning assessment plan.
- Students are charged for the cost of assessment, e.g. proficiency exams. These costs vary by option and are non-refundable. SUNY Corning Community College is not responsible for the pricing of standardized tests or associated sitting fees.
- Courses awarded via Prior Learning Assessment will be added to students' transcripts with a grade of CR.
- All colleges are encouraged to accept Prior Learning Assessment (PLA) credits in transfer; however, students are encouraged to confirm with their destination institution how credit earned through PLA transfer.

Eligibility

All accepted students are eligible to participate in assessment of prior learning activities. For portfolio assessment, placement into ENGL1010 College Composition I is required.

Number of Credits.

Degree candidates must complete a minimum of 30 program hours of credit in residence at SUNY CCC. All other credits may be earned through one or more of the methods described below. Transfer credit, credit by exam and portfolio assessment credit are not considered residency credit.

Assessment Methods.

Prior Learning Assessment (PLA) gives students the opportunity to demonstrate learning done outside of the college classroom to potentially earn college credit. Evaluation of all PLA options is done by national content experts and/or SUNY Corning Community College faculty or Associate Deans of Instruction in alignment with established SUNY CCC policies, equivalencies, and course outcomes. All interested students are encouraged to contact their adviser or an educational planner in the Educational Planning Center to determine which PLA option can help them complete their academic goals. PLA options are broken in two categories: credit by exam and evaluation of a credential, transcripts, or portfolio.

Credit by Exam

- Credit demonstrated by successfully passing national for-credit examination programs. SUNY Corning Community College does not accept all exams for transfer credit. Please check with the Registrar's Office for transferability. Some national exams include:
 - College Board College Level Examination Program (CLEP)

CLEP exams are nationally standardized exams that can equate to specific SUNY Corning Community College courses with a minimum qualifying score. Students may send official transcripts for credit at SUNY CCC via the [College Board website](#). The tests cost approximately \$80 plus a variable sitting fee by location. Students are encouraged to register, pay, schedule the test, and send transcripts via the College Board website using SUNY CCC school code: 2106. SUNY Corning Community College may not accept credit for all exams. It is recommended that students check with the Educational Planning Center prior to scheduling an exam.
 - DANTES Subject Specific (DSST) Exams

There are 30 DSST exams that have been evaluated by the American Council on Education (ACE) for college credit. Exams are given at SUNY Corning Community College's Testing Center or other [Prometric testing centers](#). The tests cost approximately \$80 plus a variable sitting fee by location. Students are encouraged to register, pay, schedule the test, and send transcripts via the [Get College Credit website](#) using the SUNY Corning Community College school code: 9677. To have credits transferred to SUNY CCC, download the [DSST Transcript Order form](#) to get an official transcript of test scores. SUNY Corning Community College may not accept credit for all exams. It is recommended that students check with the Educational Planning Center prior to scheduling an exam.
 - UExcel® Excelsior College Examinations

Although these exams are no longer offered, students who have taken them should [request an official transcript](#) from Excelsior College be sent to SUNY CCC. The American Council on Education (ACE) College Credit Recommendation Service (CREDIT) has also evaluated and made college credit recommendations for UExcel examinations. SUNY Corning Community College may not accept credit for all exams. It is recommended that students check with the Educational Planning Center prior to scheduling an exam.
 - Advanced Placement (AP) exams

The College Board's AP Program offers high school students the opportunity to earn college course credit by providing examinations in 34 introductory courses in 20 fields. To have AP scores reported to Corning Community College, use school code 2106. For AP exams taken previously, contact the College Board at the [College Board website](#) to request that an official score report be sent to CCC. Students with an AP exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam(s) successfully completed.
 - International Baccalaureate (IB) exams

The International Baccalaureate® (IB) is a non-profit educational foundation offering four highly respected programmes [sic] of international education that develop the intellectual, personal, emotional and social skills needed to live, learn and work in a rapidly globalizing world. SUNY Corning Community College accepts many IB courses with scores of 4 or higher; please check with the Educational Planning Center for specific test scores.

- SUNY Corning Community College Challenge Exams

If there is no nationally normed exam (ex. CLEP, DSST) that fits a student's prior learning, the student may request a SUNY Corning Community College Challenge Exam. Students should discuss this with the Associate Dean of Instruction for the appropriate academic division. SUNY Corning Community College does not offer challenge exams for all courses. Not all colleges will accept credit for these challenge exams, so students who plan to transfer should check with their prospective transfer college(s). See the fee chart (*insert hyperlink*) for costs associated with this option. Students will complete the Prior Learning Assessment Credit by Examination [*Note: form is attached*] and submit the form to the Associate Dean of Instruction (ADI), who will inform the student which faculty member will administer the exam. When the ADI has signed the form, the student will make payment at the Bursar's Office. It is the student's responsibility to connect with the appropriate faculty member and make arrangements to complete the exam.

- Administrative Process

Associate Deans of Instruction will request appropriate faculty to administer the challenge exam and process a Part-Time Personnel Request Form for the faculty payment. Faculty will be paid according to the compensation outlined in the current PECCC agreement. Faculty will be compensated per exam administered, whether or not credit is awarded. Once the exam is graded, the faculty member submits the Challenge Exam Registration Form to the Associate Dean of Instruction (ADI) for signature. The ADI will then sign the form and send it to the Vice President and Dean of Academic Affairs for signature. The Vice President and Dean of Academic Affairs will sign the form and send a notification to the student or, in case of an exam failure, will notify the student. If the student has passed the exam, the Academic Affairs Office will then send the form to the Registrar who will transcript the credit. Any appeal of this process will follow the college's academic appeal process as outlined in the college catalog.

To best meet students' needs, it is expected that faculty will schedule, administer and grade the exam within four (4) weeks; the ADI will sign and forward the form within two (2) weeks, the Vice President and Dean of Academic Affairs will sign and forward the form within two (2) weeks and the Registrar will transcript the grade within two (2) weeks.

Credit for What You Know

- American Council on Education (ACE)

ACE provides credit recommendations for a variety of industry training, examinations, and coursework. Students are encouraged to send their official ACE transcripts to SUNY Corning Community College for evaluation. Information on ordering transcripts, organizations served, courses, and exams can be found at [National Guide Resource Directory](#). This evaluation process is free and courses will appear as transfer credit on the student's transcript.

- National College Credit Recommendation Service (NCCRS)

NCCRS is sponsored by the Board of Regents for the State University of New York and has been evaluating training and education programs offered outside of the traditional college classroom setting and translating them into college credit equivalencies. NCCRS coordinates teams of college faculty evaluators and subject matter experts to conduct extensive reviews of education

and training programs offered by corporations, unions, religious organizations and proprietary schools. For a full list of courses, please see the [NCCRS Online Directory](#). This evaluation process is free and courses will appear as credit by evaluation (CR) credit on the student's transcript.

- **Articulated Credit**

Articulated credit is earned via industry licensures, credentials, and certifications. Examples would include: Red Cross CPR/First Aid, Lifeguard certification, etc. Students are encouraged to present any credentials they've earned to the appropriate Associate Dean of Instruction with the Prior Learning Assessment by Articulated Credit form [*Note: form is attached*]. Credentials must be current or active and require department chair evaluation. If determined eligible, credit will be awarded to the student's CCC transcript as CR. Credentials will be evaluated based on the college's transfer policies. Students will be charged \$80 as a transcription fee for this evaluation.

- **Military Credit**

Service members and veterans are able to submit their military transcripts for possible course transfer from classes and trainings completed while in service. To promote a military friendly process, transcripts will be evaluated for current and prospective students. Any courses matched from a student's transcript, will help future students' transcripts be evaluated. Students must submit their official Joint Services Transcript (credit evaluated by American Council on Education (ACE)) or Community College of the Air Force (CCAF) transcript to the Admissions Office for evaluation. This evaluation process is free and courses will appear as transfer credit on the student's transcript.

- **Portfolio Based Evaluations**

To demonstrate learning done out of the classroom, students also have the option of creating a portfolio targeting the specific course outcomes of a needed class. Individual portfolios should be developed using Council for Adult and Experiential Learning (CAEL) guidelines, as listed below. Interested students are encouraged to talk about this option with their adviser or an educational planner. Students who plan to complete a portfolio must have college credit for ENGL1010, College Composition I. Please use the detailed guide below to create the portfolio. Students should discuss this option with the Associate Dean of Instruction for the appropriate academic division. Not all colleges will accept credit for portfolios, so students who plan to transfer should check with their prospective transfer college(s). See the fee chart (*insert hyperlink*) for costs associated with this option. Students will complete the Prior Learning Assessment Credit by Portfolio Assessment Form [*Note: form is attached*] and submit the form to the Associate Dean of Instruction (ADI), who will inform the student which faculty member will review the portfolio. When the ADI has signed the form, the student will make payment at the Bursar's Office. It is the student's responsibility to connect with the appropriate faculty member to submit the portfolio.

- **Administrative Process**

Associate Deans of Instruction will request appropriate faculty to review each portfolio and process a Part-Time Personnel Request Form for the faculty payment. Faculty will be paid according to the compensation outlined in the current PECCC agreement. Faculty will be compensated per course evaluated, whether or not credit is awarded. The faculty member has three options for the portfolio: 1) accept the portfolio; 2) deny the portfolio; or 3) return the portfolio for revision. If the portfolio is accepted, the faculty member submits the Application for Portfolio review to the Associate Dean of Instruction (ADI) for approval. The ADI will sign the form and send it to the Vice President and Dean of Academic Affairs for confirmation. The Vice President and Dean of Academic Affairs will

send a notification to the student and the form is then sent to the Registrar who will transcript the credit. If the portfolio is denied, the faculty member submits the Application for Portfolio review to the Associate Dean of Instruction (ADI) with an explanation of the denial. The ADI will forward the form and faculty explanation to the Vice President and Dean of Academic Affairs. The Vice President and Dean of Academic Affairs will send notification to the student of the denial. The form will be then sent to the Registrar's Office, who will note the student's academic record. If the faculty member determines that the portfolio needs minor revisions to be accepted, they will contact the student, review the suggested revisions and allow the student up to four weeks to revise and re-submit or the portfolio will be denied for credit. Upon resubmission, the faculty can either accept or deny the credit and will follow the process detailed above.

Any appeal of this process will follow the college's academic appeal process as outlined in the college catalog.

To best meet students' needs, it is expected that faculty will schedule, administer and grade the exam within four (4) weeks; the ADI will sign and forward the form within two (2) weeks, the Vice President and Dean of Academic Affairs will sign and forward the form within two (2) weeks and the Registrar will transcript the grade within two (2) weeks.

o Portfolio Components

Students should carefully review the portfolio components listed below before beginning the process. Once the student determines that a portfolio is the best option, please include the items listed below. Consistently follow the formatting guidelines of current APA or MLA citation style, including margins, font style & size, title page, main body, in-text citations, references, etc. Any sources used, especially in an annotated bibliography, must be credible, academic sources, such as textbooks, scholarly journals or websites. All items should be placed in a 3-ring binder or created in a Blackboard electronic portfolio in the order in which they are listed.

- Cover Page, including: Student Name, CID and contact information.
- Approved/Paid Prior Learning Assessment Portfolio Evaluation Form [*Note: form is attached*]
- Table of Contents
- Reference Guide to Documentation [*Note: form is attached*]
- Course syllabus with learning outcomes for course(s) included
- Essay

The essay should have two parts:

- Focused Autobiography—describe where learning was acquired, how this impacts the course of study and the student's educational goals. Life/work learning occurs in the context of life – where the student went to school, what their community was like, why they chose to pursue work instead of college, or why they chose a career in the military, or how they managed work, family, college all at once. Remember to remain focused on the life/work learning aspects of one's life; personal details do not need to be included unless relevant to the life/work learning [approximately 2-3 pages].
- Analytical Essay—this part of the essay details the life/work learning experience to the theoretical and practical knowledge included in the course, specifically addressing each course outcome [approximately 6 – 10 pages]. Remember that credit is not granted for life experience, it is only granted for college-level learning that comes from experience.

In order to clearly show the learning that resulted from experience, the essay needs to explicitly demonstrate the process by which the student moved from experience to learning. Include information about how both the concepts and theories were learned as well as the active practice of learning (both the *why* and the *how* of learning).

- **Resume**
This resume should be more detailed than one that a person might use for job search. Detail both duties and learning in each position, including any certificates earned, trainings, etc.
- **Evidence to Support the Prior Learning Assessment**
In this section, provide evidence that documents the experiences included in the Focused Autobiography and Analytical Essay as ones that helped achieve the learning related to the targeted course(s), as listed in the Reference Guide to Documentation. Evidence may take the form of written work or media production. Evidence may include, but is not limited to, the following:
 - Certificates of completion for training courses, workshops, etc. as well as descriptions of the training, including course outlines if possible.
 - Job Descriptions
 - Explanation of a person's rank or classification in a job
 - Performance evaluations
 - Original technical or professional writing
 - Programs from performances (e.g. music, drama, art)
 - Original products designed or produced
 - Work projects
 - Membership in professional organizations
 - Membership requirements for certain organizations
 - Licenses/diplomas
 - Third-party verification of work (co-workers, news clippings); these are not letters of recommendation, but letters of documentation
 - Military records
 - Annotated bibliography of professional materials
 - Travel documents/mementos
 - Volunteer experiences with detailed descriptions of duties
- **Appendices**
 - Transcript
 - DegreeWorks Evaluation

Fees.

Service	Fee
Articulated Credit Transcription Fee	\$80.00
Credit by Exam	33% of tuition cost
Portfolio Evaluation	33% of tuition cost
Test Proctoring Fee (for non-CCC exams)	\$25.00

Portfolio Preparation Support.

To begin the portfolio preparation process, students must meet with a trained Assessment of Prior learning adviser. Please check with the Educational Planning Center for a list of appropriate advisers. Students will be guided through the process via the Assessment of Prior Learning process described above; forms will be available. Students should closely follow the outline detailed above. It is also strongly recommended that students meet with the Associate Dean of Instruction for the appropriate department(s) prior to completing their portfolio. Once the portfolio is complete, students will submit the portfolio to the appropriate Associate Dean of Instruction.

Staff Professional Development.

To effectively embed Assessment of Prior Learning at SUNY Corning Community College, it needs to become part of the recruitment, educational planning and advisement processes in Enrollment Services. The SUNY CCC Credit by Exam and the portfolio assessment process necessitate a close linkage with Academic Affairs. Ideally the college will identify a staff person to act as coordinator for this program. The coordinator's duties would include: 1) working with Associate Deans of Instruction and the Registrar to determine the SUNY CCC course equivalencies for nationally normed exams, create and maintain a list of SUNY CCC challenge exams and to create and maintain a list of articulated credit accepted; 2) coordinating and training a group of educational planners and faculty who will act as designated advisers for this program; 3) coordinate the marketing of the program through the college's public webpage; 4) provide reports at least annually on the program's utilization and 5) complete regular assessments of the program, including recommendations for improvement. The designated advisers for this program will have both a comprehensive initial training and ongoing, regular training for updates to the program.

Tracking.

Tracking reports will be developed to determine: the number of student and number of credits administered through this program. It will also be important to track the number of students who attempt both CCC Challenge exams and portfolio review, whether or not credit is awarded. These reports will be part of an annual evaluation and assessment of the program.

Review.

This policy shall be reviewed on a periodic basis and revised to reflect conformity with institutional academic and administrative standards.

Effective Date:

Educational Policies Committee Approval: 01/23/18

Faculty Assembly Approval: 02/06/18

Effective Date: 04/01/18, revised for rebranding 01/14/20; revised for fee changes 08/2023

APPENDIX A
Prior Learning Assessment Credit by Examination Form



SUNY CORNING COMMUNITY COLLEGE
1 Academic Drive, Corning, NY 14830

**PRIOR LEARNING
ASSESSMENT
CREDIT BY
EXAMINATION**

FORM

DATE: Click here to enter a date. STUDENT ID: Enter C Number.

STUDENT NAME (PRINT): Enter Last Name. Enter First Name.

ACADEMIC PROGRAM: Enter Name of Academic Program.

Prior Learning Assessment Credit by Examination Requested for the Following Course(s):

SUBJECT: Enter SUBJ.CRSE #: Enter #. TITLE: Enter title. CR: Enter CR.

I understand that this application indicates that I am approved to complete a CCC Credit by Examination and credit is not guaranteed. Credit will be awarded only if there is a positive assessment completed exam.

Student Signature: _____ Date: _____

Application Approval:

Associate Dean (signature) _____ Date: _____

Faculty member(s) assigned for examination _____

Bursar's Office:

<input checked="" type="checkbox"/>	Course Name	Fee	Fee Paid
	Written		
	Lab		
	Total (33% Tuition)		

Signature: _____

Date: _____

Assessment Results:

_____ Credit by Examination Prior Learning Assessment is awarded

_____ Credit by Examination Prior Learning Assessment is not awarded

Assessor (signature): _____ Date: _____
 Associate Dean (signature): _____ Date: _____
 Vice President/Dean (signature): _____ Date: _____

APPENDIX B
Prior Learning Assessment Articulated Credit Form



SUNY CORNING COMMUNITY COLLEGE
 1 Academic Drive, Corning, NY 14830

**PRIOR LEARNING
 ASSESSMENT
 ARTICULATED
 CREDIT FORM**

DATE: Click here to enter a date. STUDENT ID: Enter C Number.

STUDENT NAME (PRINT): Enter Last Name., Enter First Name.

ACADEMIC PROGRAM: Enter Name of Academic Program.

Prior Learning Assessment Credit by Articulated Credit Requested for the Following Course(s):

SUBJECT: Enter SUBJ.CRSE #: Enter #. TITLE: Enter title. CR: Enter CR.

I understand that this application indicates that the attached proof of industry licensures, credentials, and/or certifications is current. Credit will be awarded only if the learning is current.

Student Signature: _____ Date: _____

Application Process:

Attach a copy of the current industry licensures, credentials, and/or certifications to this form. Submit to the Bursar's Office for payment and then submit to the appropriate Associate Dean of Instruction for review.

Proof Submitted:

ARTICULATED CREDIT		
Title or description of industry licensures, credentials, and/or certifications	Location	Dates

Bursar's Office:

Articulated Credit	Fee	Fee Paid
Proof Submitted	\$80.00	

Signature: _____

Date: _____

Assessment Results:

_____ Credit by Articulated Credit Prior Learning Assessment is awarded

_____ Credit by Articulated Credit Prior Learning Assessment is not awarded

Associate Dean (signature): _____ Date: _____

Vice President/Dean (signature): _____ Date: _____

APPENDIX C
Prior Learning Assessment Portfolio Evaluation Form



SUNY CORNING COMMUNITY COLLEGE
1 Academic Drive, Corning, NY 14830

**PRIOR LEARNING
ASSESSMENT
PORTFOLIO
EVALUATION**

FORM

DATE: [Click here to enter a date.](#)

STUDENT ID: [Enter C Number.](#)

STUDENT NAME (PRINT): [Enter Last Name.](#), [Enter First Name.](#)

ACADEMIC PROGRAM: [Enter Name of Academic Program.](#)

Prior Learning Assessment Credit Requested for the Following Course(s):

SUBJECT: [Enter SUBJ.CRSE #:](#) [Enter #.](#) TITLE: [Enter title.](#) CR: [Enter CR.](#)

Please attach the following documents:

- Current CCC Transcript
- Summary of Prior Experience (page 2 of this document)

I understand that this application indicates that I am approved to submit a Prior Learning Assessment Portfolio and that credit award is not guaranteed. I hereby certify that all material submitted is my original work. Credit will be awarded only if there is a positive assessment of the completed Portfolio.

Student Signature: _____ Date: _____

Application Approval:

Associate Dean (signature) _____ Date: _____

Faculty member(s) assigned for evaluation _____

Bursar's Office:

Signature: _____

Fee=33% of credits requested _____

Date: _____

Credits	Fee	Total Paid

Assessment Results:

_____ Credit by Portfolio Prior Learning Assessment is awarded

_____ Credit by Portfolio Prior Learning Assessment is not awarded

Assessor (signature): _____ Date: _____

Associate Dean (signature): _____ Date: _____

Vice President/Dean (signature): _____ Date: _____

SUMMARY OF PRIOR EXPERIENCE

Include only experience that relates to the course(s) for which you are requesting Prior Learning Assessment by Portfolio Evaluation. This summary is for application approval only; it is not the detailed experience that will be required for the portfolio.

RELATED WORK EXPERIENCE		
Job Title or Description of the Work	Location	Dates
RELATED VOLUNTEER EXPERIENCE		
Job Title or Description of the Activity	Location	Dates
RELATED NON-CREDIT TRAINING/EDUCATION		
Course/Training Title or description	Location	Dates
OTHER RELATED EXPERIENCE		
Description	Location	Dates

APPENDIX D

Prior Learning Assessment Portfolio Reference Guide to Documentation Form



SUNY CORNING COMMUNITY COLLEGE

1 Academic Drive, Corning, NY 14830

PRIOR LEARNING REFERENCE

STUDENT ID: Enter C
(PRINT):Enter Last

SUBJECT: Enter SUBJ_CRSE #: Enter #. TITLE: Enter title.CR: Enter CR.

SUMMARY OF PRIOR EXPERIENCE

Include only experience that relates to the course(s) for which you are requesting Prior Learning Assessment by Portfolio Evaluation. This summary is for application approval only; it is not the detailed experience that will be required for the portfolio.

ASSESSMENT PORTFOLIO GUIDE TO DOCUMENTATION

Number. STUDENT NAME
Name., Enter First Name.

RELATED WORK EXPERIENCE			
Job Title or Description of the Work	Location	Dates	Page Number
RELATED VOLUNTEER EXPERIENCE			
Job Title or Description of the Activity	Location	Dates	Page Number
RELATED NON-CREDIT TRAINING/EDUCATION			
Course/Training Title or description	Location	Dates	Page Number
OTHER RELATED EXPERIENCE			

Description	Location	Dates	Page Number