Credit for Prior Learning
Portfolio Assessment Approval Form

WESTMORELAND COUNTY COMMUNITY COLLEGE

Process

1. A degree-seeking enrolled student should meet with an advisor/counselor to talk about the process and identify the course(s) on the approved list that the student has demonstrated learning.
2. Faculty and/or the division dean may speak with the student to determine the student's learning experiences, as well as what type of documentation would be required for the portfolio.
3. A student cannot earn academic credit for previous education or life experience for which they have already received credit. The student cannot do a portfolio for a course in which they have received a poor grade to improve their original grade. A list of approved courses is in the CPL handbook.
4. The student completes the application for portfolio assessment and meets with the Dean/Designee of the discipline for which they are applying for review and approval.
5. The Dean will notify the student, registrar, and faculty that the request for portfolio assessment has been approved. Registrar will register the student for the portfolio assessment. The Student will pay the fee for the portfolio assessment and notify registration. Once payment has been made, Registrar will notify the faculty member assessing the portfolio and they may proceed with the process.
6. The student can begin work on the portfolio and must submit it to the Dean/Designee **six months prior to graduation**.
7. Records will be notified of the results of the assessment of the portfolio. No letter grades are awarded. The evaluation is limited to a Credit/No Credit option.

Approval Form

Student's Name: _____

| Last | First | MI |

Student ID: _____

Student's Email: _____   Student's Telephone #: _____

Program of Study: _____

Requested courses for portfolio development approval (please use additional form if necessary)

Course Prefix & Number	Course Name	Credits

This portion should be filled out by the Dean approving the portfolio development.

Dean Approval: _____

Approved courses and faculty assignment

Course Prefix & Number	Faculty Name

This portion should be filled out by the Faculty Member reviewing the portfolio.

Evaluation Results

☐ Pass   ☐ Fail

Faculty Signature: _____   Date: _____