PLA Credit – Portfolio Review (Undergraduate)

Registrar's Office

8600 University Blvd. Evansville, IN 47712 • Phone: 812-464-1762

The Prior Learning Assessment (PLA) policy allows for the granting of undergraduate credit for previous experiential learning through a portfolio review. Approved hours are awarded as elective credit, and are not tied to specific course numbers, departmental requirements, or Core 39 requirements. Instead, PLA credit awarded through a portfolio review can be applied toward the total earned hours required for degree completion.

Portfolio Review terms and policies:

- A portfolio review for possible PLA credit will be assessed a fee of **$250.00.** Payment returned for insufficient funds will result in the inability to have the student's portfolio reviewed or removal of portfolio credit already awarded.
- Submission of a portfolio requesting PLA credit does not guarantee that credit will be awarded; *the portfolio review fee is non-refundable regardless of the decision to award PLA credit.*
- Faculty with expertise in the topic will review the portfolio, and a CAEL (the Council for Adult and Experiential Learning) trained reviewer will present a credit recommendation to a faculty committee for a formal vote to award credit.
- The student must submit a PLA portfolio to the appropriate committee for review during their **first semester** at USI.
- PLA credit for portfolio review will only be awarded **once** per student. Once a student has been awarded portfolio review credit, he/she cannot request further portfolio review credit.
- The maximum that can be awarded by portfolio review is **30 credit hours**. Portfolio reviewers and voting committees make recommendations and can award between 0-30 credit hours.

Terms and policies for all forms of PLA credit at USI:

- Credits earned for prior learning are generally not transferrable to other institutions.
- Credits earned through any prior learning method do not fulfill USI residency requirements for degree completion.
- PLA credit shall not receive conventional A-F letters grades. PLA credit cannot be used as a course repeat (an A-F letter grade cannot be replaced by PLA credit). The transcript will not indicate unsuccessful attempts to earn PLA credit.
- Credit awarded by prior learning assessment may affect financial aid eligibility. Students should consult the Student Financial Assistance Office to determine the impact on financial aid eligibility *before* conferral of prior learning credit.
- Credit awarded for prior learning will be transcripted to indicate the method of prior learning assessment and will be awarded to the term in which the required records are received and processed by the Registrar's Office.

PART 1: Pre-approval to initiate a Portfolio Review

Student ID Number: _____ Name: **(Last)** _____ **(First)** _____ **(MI)** _____

First Term at USI: **(Semester)** _____ **(Year)** _____ Major: _____

I have discussed the Portfolio Review process with the student and confirm that the student is eligible for a portfolio review.

Department Chair's Signature: _____ **Date:** _____

I acknowledge the terms and policies listed above and agree to pay the Portfolio Review fee at the Bursar's Office (OC lower level).

Student's Signature: _____ **Date:** _____

Part 2: Payment of Portfolio Review fee

Visit the Prior Learning Assessment payment portal and select Portfolio Review, and enter all required information.
After paying the $250 fee, you must provide a copy of the receipt a Portfolio Review committee member.

Part 3: Portfolio Review results

Student ID Number: _____ **Name: (Last)** _____ **(First)** _____ **(MI)** _____

The student submitted the portfolio on _____. A portfolio review was completed on _____.

_____ *The portfolio review results in **no PLA Credit** to be awarded.*

_____ *The student **is eligible** to receive PLA Credit as follows:*

Type of experiential learning/training provider	Experiential learning/ training topic	ACE recommended or Portfolio Review committee recommended content area(s)	PLA Cr Hrs

All Portfolio Review credit will be awarded as lower-level general elective credit (GENS 2-EL) **Total credit hours:**

ACE Source of Reference: _____

Comments:

PLA Portfolio Review Committee Chair's Signature: _____ **Date:** _____
Dean's (college of student's major) Signature: _____ **Date:** _____
Provost's Signature: _____ **Date:** _____

Portfolio Review committee will forward both pages of the completed form to the Registrar's Office for processing.

Registrar's Office Use Only				
EX004 PLA-Portfolio Review	Total credit hrs awarded:	Term:	By:	Date:

9-21-20