

Protocol for Undergraduate Academic Credit for Prior Learning
through Portfolio Assessment

One of the missions of Eastern Kentucky University (EKU) is to “*develop informed, critical and creative thinkers who can communicate effectively.*” To that end, completion of significant program specific coursework at EKU is expected in order to earn a degree. Although course work from other regionally accredited institutions transfers to EKU, student learning outcomes (SLO) must be substantially the same as courses offered at EKU to receive equivalency for EKU classes.

Policy 4.2.11, Non-EKU Academic Credit, recognizes that occasionally students have completed education, training classes, and work experiences that result in learning that sufficiently meets or exceeds major-/minor-specific coursework at EKU; therefore, formal recognition of that body of knowledge, without taking the particular course, is warranted upon evaluation by appropriately qualified faculty. The procedure below allows EKU students who are admitted, enrolled, degree seeking, have earned 12 credit hours at EKU in a recent term, and are on good academic standing, to demonstrate competence in SLOs of specific courses and thus receive EKU academic credit in those subject areas.

This protocol outlines how EKU will award credit for prior learning (PL) and experiences through portfolio evaluation.

Procedure

1. Students may request credit for PL for a specific course by completing the Request for Academic Credit by Portfolio Assessment form and submitting it to the appropriate department chair.
2. A subject matter expert with faculty rank will be assigned by the appropriate department chair or dean and must agree to serve as portfolio reviewer and will evaluate the portfolio provided to determine if credit for the course should be awarded.
3. Once approval to submit a portfolio is received and a faculty member assigned, students will prepare a portfolio as described below.
4. Any student wishing credit for more than one course must submit a separate portfolio per course for which credit is requested.
5. If more than one portfolio is submitted by a student, no more than 10% of the contents of one portfolio (training credentials, course syllabi, certificates, etc.) can be reused to meet learning objectives of a separate course within the same discipline.
6. A portfolio for PL must include the SLOs for the identified course as outlined in the master syllabus from that course.
7. Students will include a narrative describing the educational or work experience being used to demonstrate competency, including any projects, course/training content, observations, research, or the like.
8. The narrative must specifically address each SLO of the course for which credit is sought, and references within the narrative must connect specific assertions to supporting documents. Supporting documents may include, but are not limited to:
 - a) certificates of completion from courses along with course descriptions;
 - b) certifications that demonstrate competence in a subject area;

- c) letters indicating course completion, including specifics on delivery date and method;
 - d) course syllabi;
 - e) teaching and/or student outlines for training/professional development classes;
 - f) tests taken during training/professional development classes;
 - g) assignments produced by the student to demonstrate competence;
 - h) work products prepared by the student that indicate competence in a specific subject;
 - i) photographs of activities in progress;
 - j) letters from persons familiar with the student's competence in a specific area; and
 - k) other documents or work products that support the claim of competence in outcomes for the course.
9. Responsibility of demonstrating competence with the SLOs rests with the student requesting credit for PL for the course.
 10. A portfolio fee of \$50 per credit hour will be assessed and shall be paid by the student to Student Accounting prior to tendering the portfolio to the relevant department office.
 11. The student shall tender a copy of the receipt for the paid portfolio fee along with the portfolio and the Credit for Prior Learning Student Portfolio Academic Credit Report Form to the relevant department for assessment.
 12. The portfolio fee is paid to the reviewer as supplemental pay, regardless of the credit recommendation, providing the reviewer completes the process within a three week window and submits the required credit assessment form. If the reviewer fails to begin the review process within three weeks of the student tendering the portfolio to the department, the reviewer will forfeit the reviewing fee. In such a situation the department chair/dean may assign the portfolio review to an alternate faculty.
 13. The reviewer will complete his/her section on the Credit for Prior Learning Student Portfolio Academic Credit Report Form.
 14. The reviewer will provide the Registrar's Office with the original signed version of the Credit for Prior Learning Student Portfolio Academic Credit Report Form. Once the department receives a copy of the report the department will complete the supplemental pay request, authorizing the student portfolio fee to be provided to the reviewing faculty.
 15. If the portfolio reviewer determines credit can be awarded, the student will receive CR credit for the equivalent course. CR credit does not count toward the student's grade point average (GPA) but will satisfy degree requirements for appropriate courses.
 16. Departments awarding credit for PL through portfolio assessment shall forward the original portfolio to the Registrar for records retention. If requested, students may have a copy of their portfolio upon request to the Office of the Registrar.
 17. If credit is not approved the student may submit, in writing, a formal appeal to the department chair within 10 calendar days of the date above.
 - a. The chair may reconsider the portfolio for credit, assign the portfolio to another faculty, or uphold the decision of no credit.
 - b. The department chair shall take action within 10 calendar days of submission of the student's written appeal.
 - c. Any decision of the department chair is final. If the student's portfolio is reassigned to another faculty an additional fee shall be paid, the decision of that 2nd review cannot be appealed and is final.

Limitations

Not all departments participate in awarding credit for PL or they may limit which courses are eligible for credit through portfolio assessment. Students should check with the department prior to initiating the procedure outlined in this protocol.

Credit is awarded only for course work and experiences completed before matriculation to ECU. At least 25% of required course credit for any institutionally awarded baccalaureate program must be completed at ECU. Individual programs may establish additional restrictions to the specific number of portfolio-based credit hours or course work within their discipline they will apply to their degrees.

Request for Undergraduate Academic Credit by Portfolio Assessment

*Student must complete section below (1.), then submit form to Department Chair **before** creating portfolio. Department shall either deny the request and return to student, or approve the request and designate a faculty to review the portfolio.*

1. Student requests permission for portfolio consideration.

Student Name _____ EKU ID _____
PRINT NAME

Address _____

City, Zip Code: _____

Email: _____ Phone: _____

I agree that I will pay a \$50/cr.hr. fee first, before my portfolio is reviewed and understand that the fee pays for a professional review of the portfolio but does not imply any guarantee of credit; I may or may not be awarded the requested course credit. I agree to pay any and all charges on my student account and promise to pay EKV the full amount of the obligation by the due date, and agree to pay any and all fees incurred should I default on my student account, including the fees of any collection agency, which may be based on a percentage at a maximum of 33.33% of the debt. Should my failure to pay result in litigation, I agree to pay the attorney fees with may be based on a percentage at a maximum of 40% of the debt. I also understand that once my account is sent to a collection agency, interest may be charged to the outstanding balance including fees.

Student signature: _____ **Date** _____

Courses Title: _____ Course Prefix/Number _____

Describe how the portfolio credits apply within your degree:

2. Department chair approval or denial of consideration. *Not all departments participate in awarding academic credit for prior learning through portfolio assessment. Before moving forward with creating a portfolio permission must be secured from the department chair.*

a) The above course is: **APPROVED / DENIED** for consideration of academic credit through portfolio assessment.

b) Chair signature: _____ Date: _____

c) The decision of the chair to deny consideration of academic credit for the above course, via portfolio assessment, is FINAL and cannot be appealed.

3. Reviewing Faculty:

As a subject matter expert for the above course I agree to review this student's prior learning portfolio and determine whether credit for this course is warranted; the determining criteria being that all course learning objectives have been met through prior professional training or experience. I agree that I will complete the portfolio within three weeks of receipt by the academic department and if I fail to do so will forfeit the reviewing fee of \$50/cr.hr.

_____ Date _____
Print name Faculty signature

4. Approval of the above faculty as portfolio reviewer for the course listed by student:

Chair/Program Coordinator _____ Date _____

Routing of Approval form: original to be retained by department, copy to student, copy to reviewing faculty.

Request for Undergraduate Academic Credit by Portfolio Assessment

If the request for portfolio assessment is granted by the academic department the student should compile the portfolio – aimed at meeting learning objectives for the specified class – in the following order.

Order for Portfolio Information

- 1) Cover sheet
- 2) Narrative describing your education and work experience
- 3) Student Learning Outcomes for course:
[Include a tab for each learning outcome and include your materials in the following sequence.]
 - A) List the outcome, then provide a description of how your education, training and experience demonstrate mastery of the intent of that outcome.
 - Narrative
 - Supporting documentation (correlate supporting documents to the list)
 - Work product to demonstrate experience (reports, letters, research, etc)
 - B) Appendix with all supporting documentation including numeric or other method to correlate it to indications of competency in the learning outcome.
- 4) Original EKU receipt of payment of \$50/cr.hr. fee (\$150 for a 3 cr. hr. course).
- 5) Copy of signed approval form, *Request for Undergraduate Academic Credit by Portfolio Assessment*.
- 6) *Student Portfolio Assessment Report* with student information completed.

**Credit for Prior Learning
Student Portfolio Undergraduate Academic Credit Report Form**

- 1) *This form is the final item to be attached to the student's portfolio.*
- 2) *Student is to complete ONLY the top portion of this form.*
- 3) *Faculty reviewer will complete the credit section of the form after reviewing portfolio, detach credit report form and fee receipt and send both to Registrar.*
 - a. *If credit is not approved the student may submit, in writing, a formal appeal to the department chair within 10 calendar days of the date above. si*
 - b. *The chair may reconsider the portfolio for credit, assign the portfolio to another faculty, or uphold the decision of no credit.*
 - c. *The department chair shall take action within 10 calendar days of submission of the student's written appeal.*
 - d. *Any decision of the department chair is final. If the student's portfolio is reassigned to another faculty an additional fee shall be paid, the decision of that 2nd review cannot be appealed and is final.*

TO BE COMPLETED BY STUDENT:

Student Name _____ EKU ID _____

Address _____

City, Zip Code: _____

Email: _____ Current Phone: _____

TO BE COMPLETED BY PORTFOLIO REVIEWER:

Reviewing Faculty:

As a subject matter expert for the above course I have reviewed this student's prior learning portfolio to determine whether all course learning objectives have been met through prior professional training or experience.

Course Prefix/Number _____ Course credit hours _____

Credit for the following course is: _____ **APPROVED** / _____ **NOT APPROVED**

Print name Faculty signature Date _____

Routing of Portfolio Credit Report Form:

1. *Original of Undergraduate Academic Credit Report, original fee receipt, and original portfolio to Registrar (Whitlock CPO 58).*
2. *Copy of Undergraduate Academic Credit Report to department.*
3. *Copy of Undergraduate Academic Cred Report to student.*

For Reg Office use only:

Credit recorded: _____ Date: _____
Staff initials