

## Academic Credit by Portfolio Assessment

### *Basic process – for departments who wish to participate:*

- *Student signs agreement.*
- *Department assigns faculty portfolio reviewer*
- *Student pays \$50/cr.hr. fee.*
- *Portfolio is created and reviewed.*
- *Credit is recorded, if approved.*

### **Internal processing check list– for EKU departmental use.**

1. Department communicates complete process and all needed paperwork to student.
  - a. Either hand student entire packet of instructions or email link to entire set of portfolio instructions and forms (six pages).
  - b. See Academic Affairs website to locate link to Academic Credit for Prior Learning.  
([http://academicaffairs.eku.edu/sites/academicaffairs.eku.edu/files/files/portfolio\\_credit\\_Sept%202014.pdf](http://academicaffairs.eku.edu/sites/academicaffairs.eku.edu/files/files/portfolio_credit_Sept%202014.pdf))
2. To start the process **student must sign** *Request for Undergraduate Academic Credit by Portfolio Assessment* form, (page 4) and return to department chair.
  - a. Later in process the form *Credit for Prior Learning Student Portfolio Undergraduate Academic Credit Report* (page 6) can be completed by the department on behalf of the student.
3. Department chair forwards an electronic copy of *Request for Undergraduate Academic Credit by Portfolio Assessment* form, (page 4) – **signed by the student** - to Director of Student Accounting Services, [Rochelle.Seals@eku.edu](mailto:Rochelle.Seals@eku.edu) . This is archived as proof of student’s agreement to pay the \$50/cr.hr. fee.
4. After receipt of signed form (see #3. above) Student Accounting Services will assess the \$50/cr.hr. fee and email the student instructions for payment of fee.
5. Student pays the fee through one of the following methods:
  - a. Use a credit card and pay online through *EKUDirect*, click on *Make A Payment* link.
  - b. In-person at the cashier’s window, 2<sup>nd</sup> floor Whitlock Building, Student Accounting Office.
  - c. Mail a check to EKU Student Accounting Services.
6. Once student has signed the *Request for Undergraduate Academic Credit by Portfolio Assessment* form, (page 4), and shows proof of payment from Student Accounting Services:
  - a. The department assigns a faculty to review the portfolio.
  - b. When review is completed the reviewing faculty finalizes the *Student Portfolio Undergraduate Academic Credit Report Form*, (page 6).
7. The original, signed, and completed *Student Portfolio Undergraduate Academic Credit Report Form* (page 6), is **sent to the Registrar for recording** of academic credit into the student’s academic history.
8. The earned course credit will be viewable through Degree Works, as well as on the student’s transcript, once the report form has been received by the Registrar and the credit recorded.
9. After the Academic Credit Report form has been sent to the Registrar the department generates a supplemental pay request to have the Portfolio Assessment fee paid to the faculty who reviewed the portfolio.