ISU Prior Learning Assessment by Portfolio Policy
Idaho State University

Prior Learning Assessment by Portfolio (PLA) is an avenue by which a student may be awarded undergraduate credit for work, volunteer, or lived experiences outside of the university curriculum. The program assists in the process for requesting academic credit through the portfolio method. In a portfolio, a student thoroughly describes and documents knowledge gained experientially and also demonstrates how knowledge gained outside the classroom is related to college-level learning.

Eligibility
1. Credit by PLA is awarded only for prior learning in subject areas and curricula offered at ISU.
2. Student must be currently enrolled at ISU as a degree-seeking student in good academic standing to be considered for PLA credit in a given semester.
3. Each college and department may determine which courses, if any, in their curricula may be met through prior learning portfolios.
4. Students must submit Petitions and Portfolios by the deadlines published on the PLA website.

Application of Credits
5. Credit by PLA may be used to meet credits required for an associate or bachelor’s degree or an undergraduate certificate.
6. Credit by PLA can be used to meet the graduation requirement for upper-division credits if awarded as upper-division credit.
7. Credit by PLA is not allowed toward graduation if it is discovered that the PLA credits are duplicated by specific courses taken before or after PLA has been awarded. The Registrar will correct the transcript to show duplicated PLA credits are not counted toward cumulative credits earned.
8. Credit by PLA is considered resident credit.
9. Credit by PLA may be used to meet general education requirements.

Process
10. Students must submit the PLA Petition form requesting permission to submit a Portfolio to the department and college that house the courses for which the student wants PLA credit, and the petition must be approved prior to preparation and submission of PLA Portfolio. Petition and Portfolio deadlines are posted on the PLA website.
11. Each college and department may develop additional policies and procedures to further define their own internal processes for PLA evaluation.
12. A single portfolio may include multiple courses from the same department or program, but separate portfolios must be submitted for courses from multiple departments or programs.
13. The department and college that house the courses for which the student requests PLA credit determine if the prior learning demonstrated in the portfolio meets the learning outcomes of those courses.
14. If the Portfolio is not approved, the department and college evaluation report must include an explanation.
15. A student may request one time only, within 45 business days after PLA credit has been denied, reconsideration of a PLA evaluation by department/college. A revised portfolio addressing the reasons provided for denying credit must be submitted to PLA Coordinator for reconsideration.
16. Upon official notification of approval of PLA credit from the Dean of the appropriate college, the Office of the Registrar will record the credit with a note identifying the credit as “Prior Learning Credit by Portfolio.”

17. The grade posted for PLA credit is “S” for satisfactory. If no credit is awarded, nothing will be added to the transcript regarding the PLA request.

Approved by Academic Standards Committee: 26 January 2018
Approved by Faculty Senate: 11 September 2017
Approved by Academic Affairs: 20 January 2018