

# Prior Learning Assessment by Portfolio Procedures

Idaho State University

The procedures listed below describe the steps necessary for students to have their prior learning reviewed for academic credit at Idaho State University.

## 1. Preparation

- The student reviews PLA information to understand policies, procedures, and deadlines. Information is available on the Academic Affairs Website under Prior Learning Assessment.
- The student contacts the relevant academic department to obtain the Learning Outcomes for the course(s) they hope to address, and to understand the priorities of faculty reviewer(s).
- The student contacts the PLA Coordinator with questions and to begin the process.
- Students must submit Petitions and Portfolios by the deadlines published on the PLA website.

## 2. Petition

- The student works with the PLA Coordinator to prepare and submit a PLA Petition requesting permission from the department and college to submit a PLA Portfolio for evaluation.
- Only courses that are determined appropriate for prior learning credit by department faculty will be accepted for review.
- Department and college approval of this Petition does not guarantee approval of the Portfolio.
- Petition deadlines are published on the PLA website.

## 3. Portfolio

- Upon approval of the Petition, the student works with the PLA Coordinator to prepare a Portfolio containing all items on the PLA Checklist.
- The student pays the Portfolio Assessment Fee (amount published on the PLA website) to the University Cashier.
- The University Cashier arranges to have the Portfolio Assessment Fee credited to the appropriate departmental account.
- The student submits the complete Portfolio to the PLA Coordinator as a single PDF file, with a hard copy of the Portfolio Cover Form.
- Portfolio deadlines are published on the PLA website.

## 4. Review

- The PLA Coordinator verifies that the student has paid the Portfolio Assessment Fee and is complying with PLA policies and procedures.
- The PLA Coordinator forwards the Portfolio and Cover Form to department faculty and Dean for evaluation.
- Faculty may arrange for any additional department requirements, such as interviewing the student.
- Faculty evaluate the Portfolio to ascertain how the student's experience meets course learning outcomes and to ensure that the experience could be considered college-level learning appropriate for ISU credit, and makes a recommendation to approve or deny (providing rationale) PLA credits. Faculty document this on the Portfolio Cover Form, which they then send to the Dean (or designee) of their college.
- Faculty notify PLA Coordinator when this is complete.
- The Dean (or designee) reviews the Portfolio and faculty recommendation and determines if credit will be awarded, documenting their decision on the Portfolio Cover Form.
- The Dean (or designee) notifies the PLA Coordinator of her/his decision and departmental recommendation (with rationale, if denied) and returns the Portfolio Cover Form.

- The PLA Coordinator notifies the student of the Portfolio status and provides further educational guidance, if requested.

**5. If Approved**

- The student pays Portfolio Fees (as published on the PLA website) for PLA credits to the University Cashier.
- Once PLA credits have been added to the student's transcripts, they cannot be removed.
- With student's permission, the PLA Coordinator will keep a PDF copy of the Portfolio to use as an example for future students.

**6. If Not Approved**

- The student decides, in consultation with the PLA Coordinator, if it is appropriate to revise and re-submit. This option is available only one time.
- If re-submitting, the student works with the PLA Coordinator to revise the Portfolio to address the reasons for denial detailed by faculty and/or Dean in the initial evaluation.
- The Portfolio must be re-submitted within 45 business days of the initial denial.

Approved by Academic Standards Committee: 26 January 2018

Approved by Faculty Senate: 11 September 2017

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