[enter portfolio title]

*[type the course number and name for which you are seeking PLA credits]*

[type your name]

[Pick the date]

[enter portfolio title]

[type the course number and name for which you are seeking PLA credits]

# SECTION I: OVERVIEW

[Provide a short overview introductory paragraph of who you are, what you are seeking, and what the faculty assessor can expect to see in this portfolio. You should include what degree you are seeking, a brief synopsis of your work and educational history, and a brief statement about why you think you should be granted Prior Learning credits.]

# SECTION II: Course Description and Learning Outcomes

[Include the Course Description and Learning Outcomes of the course for which you are seeking PLA credit. You can find the Course Description and Learning Outcomes online at <http://catalog.grcc.edu/content.php?catoid=25&navoid=1521>. Just search for your course and copy the necessary information into this section. Be sure to format it so that it is easy for the faculty assessor to read and so that it matches for format of the rest of your document. Include this statement in the beginning of this section of your portfolio: The course description and learning outcomes were obtained from the GRCC Curriculum Database for the 2017-2018 Academic Year found online at <http://catalog.grcc.edu/content.php?catoid=25&navoid=1521>.]

# SECTION III: Prior Learning

[This is the most important part of the portfolio because it provides all the reasons the student should receive Prior Learning credits. This section must list each Course Learning Outcomes with your narrative response exemplifying why credit should be granted for previous learning obtained. The narrative must be supported with appropriate evidence which is included in Section IV of the portfolio. The purpose of this part of the portfolio is to describe learning in the subject area focusing on the knowledge and skills you already possess. For each learning outcome, you should make a statement indicating how, when, and where you obtained this knowledge. You must list each Course Learning Outcome individually as shown in the Curriculum Database, but your prior learning may be used for one or more of the outcomes. For example, one job could cover three of the nine Course Learning Outcomes. Prior Learning may include jobs, home activities, volunteer activities, non-credit courses, seminars, travel, recreational activities, readings, and conversations with experts. You should estimate the amount of time in which the experience(s) took place and under whose supervision. An explanation of the student’s role/position in relationship to others must be documented along with the name and title of the person who supervised the student. Examples and illustrations may be used to support the document. The most important part of the portfolio is the student’s summary which brings the requested PLA course and the learning experiences together.]

# SECTION IV: Evidence and Supporting Documents

[This section of the portfolio is the documentation process. It will include any supporting documents not previously provided in the portfolio. See the Documentation section of the PLA Student Guide for examples of necessary evidence and how to write a request letter for prior learning documentation. The student should assume that the faculty assessor does not know them personally and include any necessary evidence that will help them make a determination. Therefore, thorough documentation provided of the learning experience is essential. The student should not include irrelevant or too many documents, as this will be an inappropriate use of the assessor’s time. If necessary, underline or set apart statements that directly correlate to the course outcomes in which you are attempting to show prior learning. It is suggested that you link each item in this section back with the learning outcome in Section III. For example, consider adding a subtitle such as ***Evidence for Course Learning Outcome #1*** prior to including the evidence. Any valuable documents, licenses, letters, or commendations should be photocopied for the portfolio. Do not include originals. Other types of documentations such as pieces of equipment or pottery should be photographed, made into slides, or scanned into graphic files and can be submitted as addendums electronically or included in the portfolio.]

# SECTION V: Resume

[Student must include an updated resume that shows their experience. Including this will help the Faculty Assessor to get a complete picture of your education and work experience. Be sure that contact information is up to date. References are not required.]

# Section VI: Forms Appendix

[Label all Appendices and supporting documents as Appendix A, Appendix B, etc. This section should contain copies of the required PLA forms and any additional information not provided in the above sections.]

## Appendix A:

## PRIOR LEARNING ASSESSMENT INFORMATION RELEASE FORM

Date: Click or tap here to enter text.

Student Name: Click or tap here to enter text. Student ID Number: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text. Zip: Click or tap here to enter text.

I, Click or tap here to enter text. authorize you to release information in regard to my training, job and responsibilities to Grand Rapids Community College staff or their representative on request for the purpose of assessing my prior learning credentials.

This release is valid until revoked at my request.

Click or tap here to enter text. ­­­­­ Click or tap here to enter text.

Student Signature Date

 Only complete section below this line if you are revoking authorization.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

I hereby revoke the above information.

Click or tap here to enter text. ­­­­­ Click or tap here to enter text.

Student Signature Date

## Appendix B:

## REQUEST FOR PRIOR LEARNING PORTFOLIO EVALUATION FORM

Date: Click or tap here to enter text.

Student Name: Click or tap here to enter text. Student ID Number: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text.

E-mail Address: Click or tap here to enter text.

Curriculum: Click or tap here to enter text.

Faculty Advisor (if known): Click or tap here to enter text.

Course Title & Number: Click or tap here to enter text.

 List other credit(s) earned in the same discipline. Include all transfer credits, CLEP, Challenge exam, PLA, and earned credits:

Click or tap here to enter text.

Hit enter key to make a new line.

 **INCLUDE COURSE DESCRIPTION AND LEARNING OUTCOMES TO SECTION II OF YOUR PORTFOLIO.**

**Assessor will complete review of portfolio and return results in approximately four (4) weeks.**

Appendix C:

## PRIOR LEARNING ASSESSMENT STUDENT PAYMENT FORM

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLA Submitted for Class Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*One form for each class

Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fee $150.00**

Please bring this form (\*one form for each class) to the Cashier's Office (154 Main Building) with payment

Cashier’s Office Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cashier’s Office Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When this form is complete please bring back and put with your paperwork

**PRINT THIS FORM: This form is meant to be printed, completed, and then inserted back into portfolio.**

## Appendix D:

## APPROVAL OF PRIOR LEARNING CREDIT FORM

**To:** College Registrar

**From:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Assessor
 (*Please Print)*

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Re:** Approval of Prior Learning Credit

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

|  |  |
| --- | --- |
| **Student’s Name:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|   | *(Please Print)*  |
| **Student’s ID Number:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|   | *(Please Print)*  |

**Based on my assessment of the above student’s Prior Learning Portfolio**.

 [ ]  I recommend the following award of credits:

 [ ]  I do not recommend the following award credits:

**Curriculum:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explanation of portfolio evaluation including rationale for credit awarding/denying:

Total semester hours awarded:

Faculty Assessor: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to the Prior Learning Assessment Coordinator**

**PRINT THIS FORM: This form is meant to be printed and completed by the Faculty Assessor.**

## Appendix E:

[continue with additional supporting documents not previously included in the portfolio]