

PLA Credit Portfolio Review(Undergraduate)

Registrar's Office

8600 University Blvd. Evansville, IN 47712 Phone: 812-464-1762

The Prior Learning Assessment (PLA) Policy allows for the granting of undergraduate credit for previous experiential learning through a portfolio review. Approved hours are awarded as elective credit, and are not tied to specific course numbers, departmental requirements, or Core 39 requirements. Instead, PLA credit awarded through a portfolio review can be applied toward the total earned hours required for degree completion.

Portfolio Review terms and policies:

- x A portfolio review for possible PLA credit will be assessed a fee of \$25000. The fee is non-refundable regardless of the decision to award PLA credit.
- x Submission of a portfolio requesting PLA credit does not guarantee that credit will be awarded. The portfolio review fee is non-refundable regardless of the decision to award PLA credit.
- x Faculty with expertise in the topic will review the portfolio and a CAEL (the Council for Adult and Experiential Learning) trained reviewer will present a credit recommendation to a faculty committee for a formal vote to award credit.
- x The student must submit a PLA portfolio to the appropriate committee for review during their first semester at USI.
- x PLA credit for portfolio review will only be awarded once per student. Once a student has been awarded portfolio review credit, he/she cannot request further portfolio review credit.
- x The maximum that can be awarded by portfolio review is 36 credit hours. Portfolio reviewers and voting committees make recommendations and can award between 0-36 credit hours.

Terms and policies for all forms of PLA credit at USI

- x Credits earned for prior learning are generally not transferrable to other institutions.
- x Credits earned through any prior learning method do not fulfill USI residency requirements for degree completion.
- x PLA credit shall not receive conventional A letters grades. PLA credit cannot be used as a course repeat. An A letter grade cannot be replaced by PLA credit. The transcript will not indicate unsuccessful attempts to earn PLA credit.
- x Credit awarded by prior learning assessment may affect financial aid eligibility. Students should consult the Student Financial Assistance Office to determine the impact on financial aid eligibility before referral of prior learning credit.
- x Credit awarded for prior learning will be transcribed to indicate the method of prior learning assessment and will be awarded to the term in which the required records are received and processed by the Registrar's Office.

PART I: Pre-approval to initiate a Portfolio Review

Student ID Number: _____ Name: (Last) _____ (First) _____ (Middle) _____ (Suffix) _____

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(continued)

Part 3: Portfolio Review results

Student ID Number: _____ Name:(Last) _____ (First) _____ (MI) _____

The student submitted the portfolio on _____. A portfolio review was completed on _____.

____ The portfolio review results in PLA Credit to be awarded.

____ The student is eligible to receive PLA Credit as follows:

Type of experiential learning/training provider	Experiential learning/training topic	ACE recommended or Portfolio Review committee recommended content area(s)	PLA CrHrs

