UE Credit for Prior Learning portfolio submission process

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This document provides a brief overview of the process for developing a portfolio for earning university credit through Credit for Prior Learning (CPL). Details regarding eligibility for CPL via portfolio submission can be found in the University of Evansville Credit for Prior Learning Policy.

Planning and research:

- Before beginning work on a portfolio, students should meet with their advisor to learn more about CPL via portfolio submission.
- Eligible students will be provided with resources to use for portfolio preparation.
- Students, in collaboration with their advisor, will determine which UE course(s) most closely align with their professional, college-level learning experiences and obtain the learning outcomes for that course. OR for more general leadership experiences students may select one of the GAP 300 learning outcomes below.
    - Applies judgment and discernment and integrates human and social considerations in work and personal interactions.
    - Identifies problems and determines the information and/or resource necessary to address. Analyze results/findings and propose recommendations. Evaluate solutions presented to determine effectiveness.
    - Participates in service activities to meet the needs of the community.
    - Practices as a member of a team, communicating clearly in all forms (written, verbal) and in a culturally competent manner, and demonstrating skills of group leadership, negotiation, and conflict management.
    - Demonstrates competence in leadership and management skills required to:
    - Utilize human, fiscal, and material resources
    - Analyze relationships among power, influence, and problem-solving needed to promote change
    - Delegate responsibilities to individuals under their direct supervision
    - Demonstrates self-directed learning, and current best practice in the workplace.
    - Demonstrates standards of moral, ethical, and professional conduct in the work setting.

Creating a portfolio:

For each course, students will create a portfolio including:

- A brief narrative explaining why CPL is being sought. (less than 300 words)
- An updated resume reflecting professional work experience and community or civic engagement.
- A thorough narrative detailing professional experience within the context of the course outcomes. The narrative should provide concrete examples that demonstrate college-level learning has taken place and that course outcomes have been achieved. While there is no page or word count requirement, proposals that provide sufficient documentation to award credit often fall into the 3-5-pages range.

- Any additional documentation regarding certifications earned, descriptions of training courses completed, job descriptions documenting specific skillsets acquired, awards or citations, or links to websites documenting work or projects completed.

Portfolio review

- Portfolio drafts should be reviewed by an advisor. The Office of the Registrar may also provide feedback and a chance to revise the portfolio prior to submission. Subject-matter experts will review the portfolio and work with the Office of the Registrar to determine credit awarded.
- After a portfolio has been assessed and credits are awarded, the student will pay the associated fees of $50 per credit hour earned. The credit will then be reflected on the student's transcript.

  More than one portfolio can be submitted, but only one course (or one outcome if using the GAP 300 outcomes listed above) should be selected for each submission. Credit hours awarded will match the course's credit hour. Up to 30 credit hours can be earned through credit for prior learning through portfolio submission.