



# PLA Credit – Professional Portfolio

## Registrar’s Office

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

Under limited circumstances, the Prior Learning Assessment (PLA) policy allows for the granting of undergraduate credit for previous experiential learning in the field of the student’s profession/degree program. An approved **professional portfolio** can result in course-specific credit (example: a registered nurse who has experience as a nurse manager may qualify for credit in a Leadership in Nursing and Healthcare course). Students who have questions about professional portfolio credit should contact the department chair or program director for their major.

### Professional Portfolio terms and policies:

- A professional portfolio for possible PLA credit will be assessed a fee of **\$50.00 per credit hour**. Payment returned for insufficient funds will result in the inability to have the student’s professional portfolio reviewed or removal of professional portfolio credit already awarded.
- Submission of a professional portfolio requesting PLA credit does not guarantee that credit will be awarded; *the professional portfolio fee is non-refundable regardless of the decision to award PLA credit.*
- Faculty with expertise in the topic will review the professional portfolio and present a credit recommendation.
- The maximum that can be awarded by portfolio is **30 credit hours**.

### Terms and policies for all forms of PLA credit at USI:

- Credits earned for prior learning are generally not transferrable to other institutions.
- Credits earned through any prior learning method do not fulfill USI residency requirements for degree completion.
- PLA credit shall not receive conventional A-F letters grades. PLA credit cannot be used as a course repeat (an A-F letter grade cannot be replaced by PLA credit). The transcript will not indicate unsuccessful attempts to earn PLA credit.
- 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* conferral of prior learning credit.
- 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 1: Pre-approval to initiate a Professional Portfolio

Student ID Number: \_\_\_\_\_ Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Major: \_\_\_\_\_ Expected Graduation (Semester) \_\_\_\_\_ (Year) \_\_\_\_\_

Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hrs: \_\_\_\_\_

*I have discussed the Professional Portfolio process with the student and confirm that the student is eligible to submit a professional portfolio for the above course.*

Department Chair’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I acknowledge the terms and policies listed above and agree to pay the Professional Portfolio fee.*

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 2: Payment of Professional Portfolio fee

Visit the [Prior Learning Assessment payment portal](#) and select Professional Portfolio, and enter all required information. **After paying the fee (\$50 per credit hour), you must provide a copy of the receipt to the department reviewing the Professional Portfolio.**



# PLA Credit – Professional Portfolio (continued)

### Part 3: Professional Portfolio results

Student ID Number: \_\_\_\_\_ Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

The student submitted the portfolio on \_\_\_\_\_. A portfolio review was completed on \_\_\_\_\_.

Description of student’s professional experience and summary of Professional Portfolio content:

**Attach any additional supporting documentation that outlines course objectives and outcomes and demonstrates the student’s competency in the course for which credit is being awarded.**

ACE Source (if applicable): \_\_\_\_\_

### Credit recommendation:

\_\_\_\_\_ The portfolio review results in **no PLA Credit** to be awarded.

\_\_\_\_\_ The student **is eligible** to receive PLA Credit as follows:

Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hrs: \_\_\_\_\_

### Part 4: Approval of Professional Portfolio Credit

PLA Professional Portfolio Reviewer’s Signature: _____	Date: _____
Dean’s (college of student’s major) Signature: _____	Date: _____
Provost’s Signature: _____	Date: _____

**Provost’s Office will forward both pages of the completed form to the Registrar’s Office for processing.**

<b>Registrar’s Office Use Only</b>		PLA fee payment date:		
<b>EX017</b> PLA-Professional Portfolio	Credit hrs awarded:	Term:	By:	Date: