

**Winona State University
Adult & Continuing Education Department**

Request for Prior Learning Assessment

Include this page with each request for prior learning assessment. Do not submit any original documents the portfolio will not be returned. It is strongly recommended that the student maintain a back-up copy of the portfolio. Submit the portfolio to the Adult Entry Program Advisor in the WSU Adult & Continuing Education Office, Somsen 209.

Date: _____ Warrior ID # _____

Name: _____

Address: _____

E-mail address: _____

Major: _____ Minor _____

Phone (H) _____ Phone (W) _____

Please consider equivalency credit for: _____
(Include specific class, or the general subject area for which credit is being requested.)

Approved credits will be used in the following area:

- _____ General Education
- _____ Major
- _____ Minor
- _____ General Elective

Include in your portfolio:

- Description of the experience
- Description of the learning achieved, i.e. the knowledge, skills and competencies acquired from the experience. Remember, credit is not awarded for experience; credit is awarded for learning outcomes of the experience.
- Documentation supporting this request, i.e. certificates, licenses, letters, etc.

A \$50.00 NON-REFUNDABLE PROCESSING FEE MUST BE SUBMITTED WITH THIS FORM AND YOUR PORTFOLIO. If you are submitting more than one portfolio for review in more than one academic area you must submit the \$50.00 fee for each academic area (2 academic areas = \$100, 3 academic areas = \$150, etc.. In addition, a charge equal to half the resident undergraduate credit hour tuition rate will be assessed for each credit of equivalency coursework granted.



Guidelines for Preparing a Prior Learning Portfolio

Winona State University has established a process in which students may obtain credit for prior learning that was acquired outside of the traditional institutional setting. This is in recognition that learning occurs throughout lifetimes and may occur in many circumstances such as:

- work experience (paid or volunteer)
- in-service training, conferences and workshops
- self-initiated study
- participation in community, professional and other organizations avocational, leisure pursuits

It is important to stress that this is not an assessment of the worth of your life, but is an opportunity to present a coherent, carefully organized, and convincing case which identifies specific learning outcomes which have resulted from your experiences. If you can demonstrate to the satisfaction of the WSU faculty evaluators that what you have learned is substantially equivalent in level and depth of knowledge to what you would acquire in the classroom, the faculty member may recommend the awarding of equivalency credits.

You may request evaluation of prior learning through development of a portfolio. Students interested in this process should first make an appointment with a faculty member in the subject area for which credit is being sought. When you meet with the faculty member, you should bring along a brief outline of your prior learning experience for discussion and feedback on the feasibility and appropriateness of the portfolio process for your educational program. If the decision is made to proceed with the process, you, the student, will write and compile the material that you wish to have analyzed for consideration of credit. In addition to preparation of written material, an interview or demonstration of competency may be required.

The process of assembling a satisfactory portfolio can be time consuming and there is no guarantee that credit will be awarded. The decision to recommend equivalency credits rests with the faculty. All prior learning credits are awarded on a P/NC basis. Despite this limitations, there are advantages to be gained by the portfolio process. Credit for prior learning can reduce your time to degree completion, eliminate taking courses for which you have already acquired substantial knowledge and skills, and reduce the cost of your education.

If you have determined it is in your best interest to proceed with the portfolio process, use the attached form for each area for which you are requesting credit. All requests for equivalency credit must be completed at least 6 months prior to graduation. There is \$50.00 fee for the assessment of prior learning for each academic area. For example, if you are submitting a portfolio to be reviewed for credits in accounting and another portfolio to be reviewed for

credits in management, you would submit \$100.00 with your portfolios. In addition, a charge equal to half the resident undergraduate credit hour tuition rate will be assessed for each credit of equivalency coursework granted.

If you have questions about this program please contact the WSU Adult & Continuing Education Program at 507-457-5080 or stop in Somsen 209.

Preparing Your Portfolio

- Using the current Winona State University Undergraduate or Graduate Catalog (whichever is appropriate for your request), divide your work experience and training into categories that would fit with academic departments at WSU that would most likely offer coursework in each category. For example, computer skills would most likely be taught in Computer Science or Management Information Systems, etc. Each academic area will be reviewed separately so if you are seeking credit for more than one area you will need to prepare an individual portfolio for each area.
- Begin with work experience identifying knowledge, skills and competencies demonstrated by your job functions. Identify job positions, employers and length of time spent working in each category of job responsibilities/requirements.
- Identify all formal and informal training you have received in each job area excluding training for which you have received formal college credit for (either from WSU or by approved transfer credit)
- Calculate or estimate the amount of time spent in non-credit bearing training for each category or area that you plan to submit for credit evaluation.
- Include any other resources you have utilized as part of your life or work experience that would contribute to the knowledge, skills or competencies being used as a basis for your credit evaluation request.
- Prepare a written narrative of your prior learning experience that specifically details the learning outcomes you have received as a result. It is advised that you obtain the course outline, including learning outcomes, for the course you are attempting to gain credit for from the academic department that teaches the course in advance of writing your narrative. This will help you define the specific areas you will need to address in your written narrative.

Submitting Your Portfolio

- Deliver your completed portfolio and completed Request for Prior Learning Assessment cover sheet, along with the receipt that was issued to you showing that the assessment fee has been paid to Somsen 209.
- A member of the Adult & Continuing Education Department will attach a cover letter and the completed request for evaluation sheet to your portfolio and forward it to the academic department(s) for evaluation.
- The Adult Entry Advisor will inform you of the departmental decision to award or not to award credit and the amount of credit that has been awarded. You need to either accept or reject the offer.
- After the entire portfolio has been evaluated, the Adult Entry Advisor will process the approved credits for placement on your academic transcript and initiate a billing request for the approved credits—*This will occur after the final drop/add date of the semester at which time billing will be initiated.*

Winona State University Equivalency Credit Memo



To: _____

From: _____

Re: Name: _____

Warrior ID: _____

Date: _____

Please review the enclosed materials for equivalency credit in

Fill our Part A, Part B, or a combination of both when appropriate:

Part A: I recommend equivalency credit without specific course designation:

_____ Credit hours of lower division credits (REGC 198 Lower Division Elective Credit)

_____ Credit hours of upper division credits (REGC 498 Upper Division Elective Credit)

in _____

(Discipline or Academic Area)

Part B: I recommend equivalency credit for the following courses:

Course No.	Course Title	Credit Hours	Is this Course an Approved Intensive?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If the course is currently an approved Intensive, has the student met 100% of the required [student competencies](#)? YES _____ NO _____

Evaluator's Signature

Date

Thank you for your time and consideration. Please return this form and accompanying materials to: Adult Entry Advisor, Adult & Continuing Education, Somsen 209.