



PLA Credit – Portfolio Review (Graduate)

Registrar’s Office

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

The Prior Learning Assessment (PLA) policy allows for the granting of credit for previous experiential learning through a **portfolio review**. Approved hours are awarded as graduate-level elective credit and are not tied to specific course numbers or program requirements. *Not all graduate programs are approved to award PLA credit*, and portfolio review credit can only be applied toward the student’s graduate program with approval from the program director.

Portfolio Review terms and policies:

- A portfolio review for possible PLA credit will be assessed a fee of **\$250.00**. Payment returned for insufficient funds will result in the inability to have the student’s portfolio reviewed or removal of portfolio credit already awarded.
- 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.*
- Faculty with expertise in the topic will review the portfolio.
- The student must submit a PLA portfolio to the appropriate committee for review after acceptance to the graduate program and **prior to earning six (6) graduate credit hours at USI**.
- 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.
- The maximum that can be awarded by portfolio review is **25% of the total hours required for the student’s graduate program**. A graduate program approved to award portfolio review credit will specify the maximum credit hours that can be awarded toward the program. Portfolio reviewers and voting committees make recommendations and can award credit up to that maximum.
 - Graduate Studies may accept up to 12 credit hours of eligible graduate-level **transfer credit** for coursework completed at another regionally accredited college or university.
 - The **combined maximum** that can be awarded between portfolio review credit and transfer credit cannot exceed: **A) 12 credit hours** for graduate programs requiring 36 or fewer total hours, or **B) one third of the total hours** required for the program for graduate programs requiring greater than 36 total 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 Portfolio Review

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

First Term at USI: (Semester) _____ (Year) _____ Program: _____

I have discussed the Portfolio Review process with the student and confirm that the student is eligible for a portfolio review.

Program Director’s Signature: _____ Date: _____

I acknowledge the terms and policies listed above and agree to pay the \$250 Portfolio Review fee.

Student’s Signature: _____ Date: _____

Part 2: Payment of Portfolio Review fee

Visit the [Prior Learning Assessment payment portal](#) and select Portfolio Review (Graduate), then enter all required information. **After paying the \$250 fee, you must provide a copy of the receipt to the graduate program director.**

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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 **no PLA Credit** to be awarded.

_____ The student **is eligible** to receive graduate-level 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 Cr Hrs
All Portfolio Review credit will be awarded as graduate-level general elective credit (GENS 6-EL)			Total credit hours:

Comments:

PLA Portfolio Review Committee Chair’s Signature: _____	Date: _____
Dean’s Signature (college of graduate program): _____	Date: _____
Director of Graduate Studies Signature: _____	Date: _____
Provost’s Signature: _____	Date: _____

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

Registrar’s Office Use Only			
EX004 PLA-Portfolio Review	Total credit hrs awarded:	Term:	By: _____ Date: _____