

PRIOR-LEARNING PORTFOLIO POLICY

PURPOSE

To define the criteria for awarding of academic credits through a Prior Learning Portfolio.

POLICY

The purpose of a Prior Learning Portfolios (PLP) is to award academic credit for prior learning. That is, if a student can demonstrate proficiency in an academic subject similar to the proficiency developed through coursework, the student can receive academic credit for that proficiency. It is important to note that credit is not given for work experience—although this experience can certainly lead to the level of proficiency that would warrant the award of credit. Credit is only granted for supervised projects that clearly convey proficiency in a subject. Prior Learning Portfolio credits may not be available for all Academic Departments.

1. Any student interested in PLP credits must submit a “Prior Learning Portfolio” application. Interested students will also be required to meet with the academic department chairperson or DGCE Chair (or respective designee) to discuss suitability for moving forward in the PLP process.
2. After application review by the appropriate chair (or respective designee) and the Dean of Graduate and Continuing Education, the student will be informed if they meet major-specific criteria for continuing in the PLP process. A faculty advisor should then be identified.
3. Student will enroll in ENGL201, Writing Workshop: Portfolio Writing. The outcome of this course will be a proposal for assessing prior learning experiences. This proposal will be used as the foundation for their PLP. The successful completion of the 3-credit portfolio course does not guarantee additional PLP credits.
4. Portfolio proposals will be submitted to a departmental designated faculty advisor for review. When the proposal is deemed appropriate, the student will work with the faculty advisor to develop the academic content of their life experience. The credit for PLP coursework will be considered departmental independent study credit, varying from 3-12 credits. Total credits for this experience cannot exceed 12 credits and are included in the overall 12-credit independent study limit at Westfield. PLP credits cannot be used as a replacement for college core. A student cannot earn more than 10% of their

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Westfield credits in PLP credits. Students are eligible to apply for PLP credits in multiple departments.

5. Faculty advisors will give final approval and the PLP grade. A final copy of the PLP will be placed in the student's file.

REVIEW

This policy will be reviewed annually by the Vice President for Academic Affairs.