

APPLICATION FOR CREDIT BY PORTFOLIO REVIEW

NOTE: The student must have completed one course at South Seattle College before applying for Credit for Portfolio Review (Prior Experiential Learning). A maximum of 25% of the credits required for the *program* may be earned via Portfolio Review.

INSTRUCTIONS

1. STUDENT: Meet with the department Dean to determine if prior learning is offered for the course for which you seek credit. If prior learning assessment is offered, the Dean will determine the specific process to be used.
2. STUDENT: Complete PART I and meet with the Dean for completion of PART II (on reverse).
3. STUDENT: Bring the form with Parts I and II completed to the Cashier Office, located in the Robert Smith building. Pay the Cashier per the fees outlined for Portfolio Review (Prior Experiential Learning) on the Tuition and Fees web page.
4. STUDENT: Return this form with Parts I, II and III completed to the Dean.
5. DEAN: Assign an instructor to perform the assessment and hand this form to the Instructor.
6. INSTRUCTOR: Set the assessment date and place with the student.
7. INSTRUCTOR: Conduct and grade the assessment. Complete Part IV of this form and forward this form to the Credential Evaluations Office (RSB 045).
8. EVALUATOR: Enter the course, credit and grade received onto the student's transcript.

Part I. (Student Completes)

By engaging in Prior Learning Assessment I acknowledge understanding of, and agreement that:

- a. Payment is made for the opportunity to be assessed. Credit is only awarded if the demonstration of learning outcomes is successful.
- b. Credits awarded for prior learning do not fulfill residency requirements for a degree, or certificate awarded at South Seattle College.
- c. Transferability of prior learning credit is subject to the policies of the college/university to which I transfer.

STUDENT NAME:

STUDENT ID NUMBER:

STUDENT SIGNATURE:

DATE:

Part II. (Dean Completes)

DEAN'S SIGNATURE:		DATE:
COURSE:	CREDITS:	INSTRUCTOR ASSIGNED:

Part III. (Cashier Completes)

ASSESSMENT FEE:	DATE FEE WAS PAID:
CASHIER'S SIGNATURE (Attach receipt):	

Part IV. (Instructor Completes)

ASSESSMENT METHOD(S) USED: <input type="checkbox"/> PORTFOLIO ASSESSMENT <input type="checkbox"/> DEMONSTRATED PRACTICAL APPLICATION	
ASSESSMENT RESULTS <i>(Relate to course content and outcomes – attach additional pages to this form if necessary):</i>	
GRADE ASSIGNED:	CREDITS GRANTED:
INSTRUCTOR'S SIGNATURE:	DATE: