

Portfolio Assessment of College-Level Learning

Bossier Parish Community College (BPCC) is among more than 500 colleges and universities that are involved in assessing students' prior learning for academic credit. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of college credit for experiential learning, has led the way in developing and implementing assessment techniques. BPCC uses the academic guidelines developed by CAEL and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) in awarding credit.

Prior Learning Assessment (PLA) is the process of earning credit for college-level learning acquired through work, training, volunteering, or personal experiences. The process discussed here is portfolio assessment of college-level learning acquired through work, training, volunteering, or personal experiences.

BPCC's Portfolio Assessment Process

1. A student interested in portfolio assessment must contact the Division of Accelerated Learning at 318-678-6050 or priorlearning@bpcc.edu for an advising appointment.
2. The student enrolls in the Portfolio Development course.
3. Upon completion of the course, the student receives a "Certificate of Completion" which must be included in the portfolio.
4. The student compiles and submits his or her Portfolio through an electronic format, currently I-Webfolio, or a hard copy.
5. The student must notify the Division of Accelerated Learning that his or her portfolio is ready for Format Review. Format Review means that the portfolio is in the appropriate format for consideration of assessment.
6. The Division of Accelerated Learning notifies the student if the Portfolio format is satisfactory or unsatisfactory. If the format of the Portfolio is unsatisfactory, the student may request a checklist of missing required items from the Division of Accelerated Learning. Notification that the format is acceptable does not imply that credit will be awarded based on portfolio content.
7. If the portfolio is certified ready for assessment, the student pays the \$ 30 per credit hour fee for evaluation(s) to the Business Office. For example, the fee for a three-hour course assessment would be \$ 90.
8. The student remits a receipt to the Division of Accelerated Learning. To start the portfolio assessment process, the Dean assigns a trained credentialed assessor. When the assessor receives the portfolio(s), the assessment period begins.
9. The Portfolio will then be assessed by the appropriate credentialed faculty member based on course learning outcomes. During the assessment process, the assessor may contact the student for clarification or to request additional documentation and information by a deadline determined by the assessor.
10. For each course assessed, the faculty portfolio assessor sends the "Prior Learning Assessment (PLA) Portfolio Summary of Evidence Form" and the portfolio, if hard

copy, to the PLA Coordinator, who forwards this signed evidence form to the Executive Dean of Instruction.

11. The Executive Dean sends the student a letter stating if credit is recommended or not recommended with a photocopy of the “Prior Learning Assessment (PLA) Portfolio Summary of Evidence Form.”
12. If credit is not recommended, the student may initiate a one-time re-assessment of the portfolio by contacting the assessor or PLA Coordinator.
13. If credit is recommended, the Executive Dean forwards the original “Awarding of Credit” form to Admissions/Registrars’ office with a copy of the student’s letter.
14. After earning 12 hours of BPCC resident credit, credit for coursework awarded through Portfolio assessment will be placed on the transcript under Prior Learning Experience category with “S” grade.

It is recommended that portfolios be submitted within one year after entering the undergraduate program in order to avoid unnecessary delays in meeting graduation requirements. Such delays may occur when the number of portfolio credits received is less than expected and additional coursework is required.

A student is strongly encouraged to submit his/her portfolio for format review as soon as possible after completing the Portfolio workshop. In compliance with appropriate policies and deadlines for graduation, portfolios submitted to receive credit to meet graduation requirements must be received by the following deadlines:

Graduation Month:	Submission Deadline:
December	September 1st
May	January 15 th
August	February 15 th