



PORTFOLIO: DOCUMENTED PRIOR LEARNING

LeTourneau University is among more than 500 colleges and universities involved in assessing student's prior learning for academic credit and applying the credit toward an undergraduate degree. Credit is awarded based on academic guidelines developed by the Council for Adult and Experiential Learning (CAEL).

Portfolio is a method by which students may earn academic credit for college-level learning that has been completed outside the traditional classroom setting. It is designed to assist adult learners in attaining their academic and career goals by validating their professional competencies acquired through the following areas:

- **Professional courses** - Documentation submitted in this category could include formal classroom training sponsored by a non-collegiate organization, corporate training programs, professional seminars or classroom teacher's aide experience.
- **Professionally accredited colleges and schools** - Documentation in this category would include Technical, Vocational or Trade Schools, Art Institutes and Business Schools which are not accredited through one of the six regionally accredited associations.
- **Licenses and Certifications** – Licenses and Certifications allow an individual to perform a specific task or duty. Usually, the license or certification is government sponsored and testing is required. Real Estate License, Insurance License, Pilot's License and Professional Engineer's Certification are some examples of this type of training.
- **Documented language proficiencies** - Documentation needs to be verified to show oral proficiency, grammar and reading and writing skills.

Portfolio is a collection of documentation which supports college-level learning. Documentation cannot be student generated and authenticity will be validated by adjunct faculty personnel who serve as Portfolio Evaluators. The amount of credit granted depends on the training hours involved. No grades are assigned; only credit is awarded. Credit is applied to the General Elective category. A maximum of 30 credit hours may be earned through the portfolio process. After the evaluation process is completed (allow 4-6 weeks) and the portfolio credits are paid, the credits are transferred to the student's LeTourneau University transcript. Students must be registered in the adult undergraduate degree program to qualify for portfolio credit.

The *Portfolio Documented Learning Handbook* and online seminar may be reviewed at www.letumydegree.com along with other forms necessary to complete the portfolio process. FAQ's, also available at this link, may better acquaint the student with the overall process.

PORTFOLIO FEES:

PORTFOLIO PROCESSING FEE	\$75.00
TRANSCRIPTION FEE PER HOUR	\$50.00

For more information contact your academic advisor or the alternative credit coordinator:

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