

FREQUENTLY ASKED QUESTIONS

It is our hope that the following FAQ's will assist you as you work through the portfolio process.

1. How many hours can I earn through portfolio?

Answer: A maximum of 30 hours may be earned through portfolio.

2. How do I know when my portfolio is received?

Answer: You will be emailed stating the date the portfolio was received. It may take up to 5 days from the date of receipt of the portfolio to receive confirmation.

3. If I mail my portfolio why do I have to go to the expense of including a tracking record on my portfolio?

Answer: The tracking record is for the student's benefit. A portfolio has never been lost, but it has been necessary to track a portfolio from time to time to determine why it didn't reach its destination.

4. How long does the portfolio process take?

Answer: Please allow 4 to 6 weeks from the date we receive your portfolio until the hours awarded can be placed onto your transcript.

5. Can I receive general education credit (i.e. math, science, humanities, Bible, history, literature, etc.) through portfolio?

Answer: Approximately 95% of all credit awarded through portfolio is general elective credit. Math credit must be calculus level; science credit cannot be nutrition based. Bible and Core credit is not awarded through portfolio. It is up to the discretion of each evaluator to award general education credit when proper criteria are presented for evaluation.

6. What if I receive more credits than I actually need to fulfill my elective requirements?

Answer: If you receive more credits than you need, pay for only those credits which you need.

7. How do I know how many hours of electives I need?

Answer: Please view your personal degree audit online or contact your academic advisor.

8. I've had several emergency situations which made it impossible to submit my portfolio until now. I know it's outside the time frame required in order that I may graduate with my class. Can you please make an exception to the policy?

Answer: While every effort is made to have each portfolio evaluated as soon as possible, portfolio submissions increase in order to meet graduation requirements for May, August and December. Please see page 10 of the Portfolio Handbook for submission deadline information. Portfolios are evaluated in the order in which they are received and deadlines cannot be extended.

9. I need 9 hours to graduate. I only received 8 through portfolio. What can I do?

Answer: Submission deadlines (page 10) are in place in order to assist the student with meeting graduation requirements. We are not in a position to reevaluate your portfolio for additional credit in order that additional information can be submitted to earn the extra credits needed for graduation. Once a portfolio is submitted and an evaluation returned an Addendum to the portfolio is required to reprocess it for reevaluation. The \$75.00 Addendum processing fee applies.

10. Where can I get the forms I need to complete the portfolio process?

Answer: These forms are available in the back portion of the Portfolio Handbook for copying purposes. They can also be found online at www.letumydegree.com.

11. How do I pay for my portfolio?

Answer: Credit and debit card payments may be made online at www.letu.edu/studentpayments or by calling student accounts. You may also send payment to LeTourneau University via check. Please indicate that your payment is for portfolio hours and include your student ID number on your check.

12. I don't have funds available to pay for my portfolio in full. May I make partial payments?

Answer: Unfortunately due to inter-departmental processes partial payment of portfolio credit is not an option. If you are unable to pay for your portfolio credit within the 30 day timeframe required, please contact the Alternative Credit Coordinator in Longview.

13. What if I paid for partial credit awarded and forfeited the remaining credits but decide later in my program that I needed the credits I forfeited?

Answer: You may submit your original portfolio along with a Portfolio Request for Previously Assessed Credits Form. Please refer to Section 4.8 of the Portfolio Handbook for additional information regarding this type of submission.

14. What if I have an expired license or certification? Can it still be used?

Answer: Yes, if the license or certification was received post high school. If the license or certification is pre-assessed a copy of the license or certification is the only piece of documentation needed. Learning Outcome Statements are separate from documentation and must be included with any license or certification. If not pre-assessed please provide information as to what it took to receive the license or certification.

15. Can you tell me how the portfolio process works?

Answer:

1. Portfolios are routinely received each day. Each portfolio is reviewed for proper documentation, forms, inclusion of processing fee and Learning Outcome Statements.
Upon review the student is emailed. Portfolios are placed in an area marked for pickup by evaluators.
2. Evaluators pick up portfolios and return portfolios on a regular basis.
3. Upon return of the portfolio, a Registrar's Report is prepared reflecting the number of hours awarded. This report is emailed to the student's LETU email account.
4. Upon receipt of the Registrar's Report, the student pays the transcription fees.
5. The hours are processed to be placed onto the student's transcript.
6. The student receives an email confirming the hours have been placed onto the student's transcript.
7. The portfolio is returned to the student via Lone Star Overnight or it may be picked up at your educational center.

The entire process takes 4 to 6 weeks.

16. I have teacher's aide experience at my local ISD. Could I use this as portfolio credit?

Students who have served as a classroom teacher's aide do have the opportunity to earn elective credit through the portfolio process. These hours can also count for those TEACH students who are petitioning for six hours of credit to substitute for student teaching. This means the student is planning on completing an internship, post-degree. Classroom teacher's aide positions qualify if they are at a school approved by the state board of education. Students must work under a licensed teacher. A signed letter of completion on school letterhead from the student's principal or human resources department with a brief description of aide duties and responsibilities as well as the total number of clock hours completed is required. A learning outcome statement is still needed as well as meeting standard portfolio requirements. Thirty clock hours of aide experience equals 1 credit

hour. Students may earn elective credit as required by their degree plan up to 20 credit hours for the aide experience.