Contents

counted only once for the same course. Credit awarded for a general education course will count toward the total number of general education credits required.

Students may only receive a maximum of 30 credits of any type of PLA for undergraduate courses. The University does not award graduate level course credit or academic forgiveness based on prior learning assessment.

Residency: Credits for demonstrated knowledge earned through any prior learning method do not fulfill Alvernia University residency requirements or Bachelor's Degree Requirements for Transfer Students.

Grading: Credit awarded by prior learning assessment at Alvernia University shall receive a neutral grade such as "P" for Pass or "CR" for credit. Conventional letter grades will not be used. The transcript will not indicate an unsuccessful attempt to earn credit for prior learning.

Overview

An enrolled student mayuq412.93 30 147.55 12.5 reW*nBT/F3 9 Tf1 0 0 1 420.17 34 Tm0 gS3IAn enlledo2(mBT/F

Registrar. A positive recommendation will be forwarded to the Dean of the respective College and/or School.

Students may submit a portfolio for assessment at most two times for a given course. The second portfolio cannot be submitted within 30 business days of notification of the outcome of the initial submission. If a program offers credit by portfolio assessment, no eligible student can be refused the opportunity to submit a portfolio assessed for course credit.

5. The Dean will provide a recommendation to the Provost within 60 calendar days from the original date of application.
6. The Provost will issue the final decision to the student within 90 calendar days from the original date of application for Prior Learning and inform the Registrar of the final decision.
7. The Registrar will then transcript the appropriate number of awarded credits as provided in this policy.

Portfolio Contents
To apply for PLA credits awarded by Portfolio Assessment, the student must submit a comprehensive digital portfolio which includes:

1. Completed PLA Written Request Cover letter
2. Current transcript(s)
3. CV or resume
4. Course descriptions and syllabi for each specific course equivalent requested for assessment, if any
5. A minimum of 6 pages of narrative per course (including general elective course credit) identifying how the student's prior learning meets the course objectives and requirements. A detailed explanation of how the learning experiences fulfill the course objectives and requirements is required. Dates and locations of prior learning must be included.
6. Documentation of prior learning should also be attached. The documentation may include testamentary letters, evidence of mastery of course objectives, media documentation, certifications and/or licenses, relevant standardized testing scores, training program certifications, news articles, and prior assessments.

Academic Honesty and Plagiarism
The University's Honor Code Policies and Procedures apply to all of the submitted portfolio components and will be in effect at all times.

Appeals
Students must make appeals to the Department Chair in writing within seven days of a decision. If the Department Chair supports the appeal to proceed, then the Department Chair may assign a new evaluator to reassess the same materials or conduct a second review themselves. The decision of the second evaluator or reevaluation by the Department Chair, as the case may be, will be considered final, and there will be no further appeal. The student will be notified in writing within 45 days of the appeal date.

This policy complies with the Council for Adult and Experiential Learning standards for Assessing Learning.

Exceptions to Policy

Provided approval is given by the applicable College Dean and Department Chair, this policy does not apply to a global substitution for coursework completed through an Alvernia University academy