Portfolio Evaluation

Policies, Procedures and Fees

Northwest University

Policies

Northwest University adheres to the following standards established for portfolio assessment by the Council for Adult Experiential learning (CAEL):

1. Credit is awarded only for learning, and not for experience.
2. College credit is awarded only for college-level learning.
3. Credit is awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
4. The determination of competence levels and of credit awards must be made by appropriate subject matter and academic experts.
5. Credit is appropriate to the academic context in which it is accepted.

Northwest University adheres to the following standards regarding administrative guidelines for portfolio evaluation:

1. Credit awards and their transcript entries will be monitored to avoid giving credit twice for the same learning.
2. Policies and procedures applied to evaluation, including provision for appeal, will be fully disclosed and prominently available.
3. Fees charged for evaluation will be based on the services performed in the process and not determined by the amount of credit awarded. Accreditation standards require that adequate precautions must be provided to ensure that payment of fees does not influence the award of credit.
4. Credit for prior experiential learning may constitute no more than 30 semester credits of the credits needed for a degree.
5. Credit may be granted only for documented learning that falls under the definition of Prior Learning Assessment as established by Northwest University.

Appeals Process

1. All appeals must be done in writing within 30 days of academic department or Registrar’s final credit determination.
2. The student must submit a written appeal stating all reasons for requesting reevaluation of the portfolio, as well as why he/she thinks the portfolio should
receive credit that was not granted. The student should provide any documentation or clarification they think necessary which will help the Appeals Committee review the portfolio. The Appeals Committee will consist of a faculty member chosen in consultation with the appropriate Dean from the department reviewing the portfolio for credit (other than the faculty member who originally evaluated the portfolio), the Director of Extended Education, the Registrar, and the Dean of the related school.

3. The student must submit the appeal to the Director of Extended Education, who will then distribute the appeal to the Appeals Committee for review.

4. The student will receive written notice of the action taken on their appeal from the Appeals Committee within 60 days of a student’s written request for a review.

Procedures

Portfolio Submission

Students are recommended to take Expository Writing, or its equivalent, prior to submitting a portfolio for evaluation.

In consultation with their advisor, UNIV 1791 Introduction to Prior Learning Assessment Instructor, and/or Director of Extended Education the student will submit a portfolio for evaluation along with the payment of fees. Evaluation will not occur until fees are paid.

The portfolio will be submitted to the Office of Extended Education for processing. The Director of Extended Education, in consultation with the Dean of the appropriate department, will assign a faculty member(s) to review the portfolio according to the content areas presented (i.e. business faculty for business credit, communication faculty for communication credit).

At the recommendation of the Faculty Evaluator, a portfolio may be returned to the student one time only with a request for clarification of the portfolio content.

The maximum award for prior learning (including CLEP/ DANTES and Certified Prior Learning) is 30 semester credits.

Credit awarded via the portfolio process on the basis of prior experiential learning is not transferable to other institutions apart from the bachelor’s degree itself.

Fees

Portfolio evaluation fees are set by the Financial Planning & Priorities Committee (FP&P).

Fees for evaluating a portfolio are as follows for the 2012-2013 academic year:

$70 per semester credit evaluated
Example: a standard three semester credit course would be $210.

*Payment of fees does not guarantee an award of credit. Payment is for the evaluation process only.*

My signature below indicates that I understand the provisions of the Portfolio Policies, Procedures and Fees.

Student Name ________________________________

Signature ________________________________ Date ________________

Note: A signed copy of this document will be kept in the student’s file.