

Student Policy - Prior Learning Assessment - Portfolio Development

Policy:

Bismarck State College permits students to demonstrate college level competency and establish college credits by successfully completing portfolio(s) demonstrating and documenting learning gained from non-academic sources equivalent to traditional non-resident courses. Prior learning is designated as traditional, non-resident credit.

Limits and Regulations:

1. Students must satisfactorily complete the Prior Learning Assessment course (PLA 201) in order to submit portfolios for evaluation and credit.
2. Students must be fully accepted and currently enrolled to submit completed portfolios for evaluation and academic credit.
3. Prior learning criteria will be prepared for appropriate courses by regular course instructor(s) and department chairperson(s).
4. The fee for evaluating/recording the prior learning portfolio is 50% of the tuition and fees credit hour charge. Tuition and fees must be paid in advance and are non-refundable.
5. Credits earned through prior learning do not count toward BSC residence requirements.
6. Credits earned through prior learning do meet BSC graduation requirements.
7. Students should be aware that prior learning credits may not transfer to other colleges. Students are urged to check the intended transfer institution for current transfer information.
8. Students are not allowed credit for prior learning in courses:
 - a. That they have previously failed at BSC, or
 - b. In which they were previously enrolled and for which they earned credit from any accredited institution, or

- c. In which they are currently enrolled.
9. A maximum of 45 semester hours of non-traditional college credit (i.e., AP, CLEP, DSST, military training, BSC challenge test credit, portfolio development, prior learning, and courses covered under high school articulation agreements) may be applied to an associate's degree, diploma, or certificate at BSC. A maximum of 60 semester hours of non-traditional college credit may be applied to a bachelor of applied science degree at BSC.

Procedure:

1. The student consults with his/her advisor or the Prior Learning Coordinator for the appropriateness of using the prior learning option.
2. If appropriate, the student registers and completes the Prior Learning Assessment course and first portfolio. A student may submit additional portfolios by contacting the Prior Learning Coordinator, completing an evaluation petition and paying appropriate fees.
3. Upon recommendation of the Prior Learning Coordinator, the student completes an evaluation petition and pays the non-refundable evaluation/recording fee. The student submits the portfolio, petition and fees to the Prior Learning Coordinator.
4. A copy of the evaluation petition and fees are submitted to the Student Finance Office, and the portfolio(s) and evaluation grading forms are submitted to faculty for evaluation.
5. The instructor evaluates and grades the completed portfolio.
6. The instructor returns the portfolio and completed evaluation sheet to the Prior Learning Coordinator.
7. The Prior Learning Coordinator records the grade on the grade sheet and attaches a copy of the signed evaluation form.
8. The Registrar records the grade(s) on student records.

These procedures are subject to change.

History of this policy:

President's Cabinet approved policy on July 20, 2006.
Revisions – November 19, 2008 (effective Spring Semester 2009); March 23, 2009; December 66, 2010.