Credit for Prior Learning By Portfolio

Washtenaw Community College - Office of Student Records

Relevant aspects of personal and professional experience gained through job-related activities, special training experiences, and life experiences may be applied to an academic program at Washtenaw Community College.

These experiences must have been obtained from a non-academic source or are not otherwise available for academic credit through the transfer process. They must directly relate to a specific course or courses required within a Washtenaw Community College program or certificate. It is recommended that you discuss your application with a faculty advisor in the subject area of your application.

To request consideration, complete this application and return it to the Welcome Center with the following items:

1. A written summary, 500 to 1,000 words in length, of the skills, knowledge, insights, or abilities you acquired as result of your work and training experience. Your summary should be concise as possible, yet provide enough detail to establish a basis for evaluation of knowledge and skills learned.

2. Any of the following items as evidence related to the WCC course(s) listed on this application. The evaluation team will use this information to determine whether your previous experience or training is equivalent to the course for which you are seeking credit.

- ❍ Detailed resume
- ❍ Copies of course materials and outlines
- ❍ Licenses and/or certificates attained
- ❍ Training reports
- ❍ Job description or work documents
- ❍ Letters of recommendation or commendation
- ❍ Papers
- ❍ Computer documents
- ❍ Any other evidence to help the evaluation team evaluate your work or training experience

PROCEDURE

1. Meet with Student Records Transcript Evaluator staff to discuss process.

2. Submit all materials to the Student Records Office. The completed application and supporting documents will be forwarded by the Student Records staff to the appropriate department.

3. A processing fee of $50.00 per application must accompany submission of the form and portfolio. The processing fee is not refundable. Complete a separate application per subject.

4. You will be contacted by the appropriate academic department to schedule a meeting to review your portfolio. The department will determine if sufficient evidence has been provided to issue credit.

Note: Available only to WCC students enrolled in a certificate or degree program.

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If approved, credit granted in this manner will not satisfy any part of the 15 credit hour residence requirement (credits obtained at WCC) needed for graduation. Credit hours awarded may not be used for financial aid or veteran's benefits eligibility.

There is a non-refundable $50 fee per subject area to be reviewed. A group of courses in the same subject can be reviewed for the $50 fee if submitted together on the same application. Complete a separate application for each subject. If credit is granted, there is an additional $50 fee for each credit hour awarded prior to posting.

TO BE COMPLETED BY STUDENT

NAME: _____   STUDENT ID: @00 _____

WCC PROGRAM: _____

WCC courses for which you are seeking credit:

	SUBJECT & COURSE #	TITLE	CREDITS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

The review process takes a minimum of two to four weeks. Student Records will forward your completed application to the appropriate academic department. The evaluation team will determine if sufficient evidence has been provided to issue credit. You will be notified by mail of the decision. Questions can be emailed to transcripteval@wccnet.edu or directed to the Welcome Center, 2nd floor, Student Center building, 734-973-3543.

For Student Records office use only

Course(s) eligible for prior learning credit?   YES   NO

If no, reason: _____

Application fee posted to student account _____   Date: _____

Scanned and forwarded to Dean: _____   Date: _____

Request processed by: _____   Date: _____