

# 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. However, typically experiences cannot be applied to general education coursework. 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 Student Records Office 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. Submit all materials to the Student Records Office via the "Upload My Documents" tile on your student dashboard or bring it to the Welcome Center, located on the 2nd floor or the Student Center.
2. An application fee of \$50.00 per application will be added to your student account and must be paid before your application will be reviewed. The application fee is not refundable. A Student Records staff will let you know once that has been added to your account so you can make payment. The completed application and supporting documents will then be forwarded by the Student Records staff to the appropriate department.
3. You may be contacted by the appropriate academic department to schedule a meeting to review your portfolio or provide additional information. 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 application fee per subject area for the initial review. A group of courses within the same subject area can be reviewed together for this fee if submitted on the same application. Please complete a separate application for each subject area. If credit is granted, there is a \$50 processing fee per credit hour awarded that is charged when the credits are posted; however, the initial \$50 application fee will be applied toward this fee.

## TO BE COMPLETED BY STUDENT

NAME: \_\_\_\_\_ STUDENT ID: @00 \_\_\_\_\_

WCC EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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 once you have paid the application fee. The evaluation team will determine if sufficient evidence has been provided to issue credit. You will be notified by email of the decision to your WCC email. Questions can be emailed to [transcripteval@wccnet.edu](mailto:transcripteval@wccnet.edu).

### For Student Records office use only

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

If no, reason: \_\_\_\_\_