

Undergraduate Assessment of Previous Learning
Portfolio Application and Instructions

Submit to:

Augsburg University Registrar's Office
2211 Riverside Avenue – CB 71
Minneapolis, MN 55454

Instructions:

1. Return this form with your learning portfolio to the Registrar's Office.
2. Pay a non-refundable \$200 deposit to begin the review process.
3. The review process typically will be four to six weeks. You will be notified of the reviewers' decision via e-mail.
4. If your portfolio is approved for credit, pay the balance owed. The total fee is \$100 per semester credit granted (\$400 for a 4-credit course).
(NOTE: APL fees may not be charged to your student account.)
5. Credit is recorded on your transcript when fees are paid in full. Credit for an APL portfolio is not graded and is not factored into your GPA.

Name _____ Student ID # _____

E-mail _____

Mailing Address _____

Phone _____ Campus Box _____

OFFICE USE ONLY

Date submitted _____ Deposit amount _____ Eligibility okay?

Type/level of credit _____ Total Fees _____ Date paid in full _____

Faculty reviewer 1 _____ Date submitted for review _____ Date completed _____

Faculty reviewer 2 _____ Date submitted for review _____ Date completed _____

Reviewer Decision *(check one)*

Accepted **Rejected** **Returned for revision**

Registrar's Office Payroll Notice to Student Transcript WebDocs

FACULTY COMMENTS

(Use reverse or attach additional pages if necessary.)

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Faculty Signature

Faculty Signature

Assessment of Previous Learning—The Portfolio Assessment Program

Summary: Augsburg recognizes that learning can and does take place in many life situations. Some of this learning may be appropriate for credit recognition at Augsburg. Undergraduate students may present their life or work experience for evaluation under Augsburg's portfolio assessment program. Portfolio assessments are one component of Augsburg's Assessment of Previous Learning (APL) program. Students may also validate previous learning through the College Level Examination Program (CLEP) or by departmental comprehensive exam ("testing out" of a course).

Eligibility: Students who have completed one semester at Augsburg with a cumulative GPA of at least 2.5 may apply for portfolio assessment credit. Academic departments may have additional restrictions.

Fees: Students pay a non-refundable \$200 deposit to start the review process. If the portfolio is accepted for college credit, the total cost is \$400 for a 4-credit course. The deposit is applied toward this total. APL fees may not be charged to student accounts.

Procedure:

1. It is recommended that students meet with an advisor in a department related to their experience to discuss how their background relates to academic standards in that discipline.
2. The student submits a portfolio with the non-refundable deposit to the Registrar's Office.
3. An assessment committee is formed, consisting of two faculty members from the fields of study directly related to the student's experience.
4. The student is notified by mail when a decision is reached. If the portfolio is accepted for credit, the student pays any additional fees, and credit is recorded on the Augsburg transcript. Generally, four to six weeks should be allowed for the assessment. Allow additional time during the summer.

Format: The portfolio format will vary depending on the type of credit sought, but the following components should be included:

Introduction explaining the portfolio format.

Statement of competence indicating the type, level, and amount of credit sought. Examples: equivalency of SWK 257 Exploring Human Services; lower division elective credit in Psychology; credit to fulfill the general education requirement in Aesthetics, etc.

*This section should include evidence that the student's learning was prescribed and/or systematic, not based only on exposure to a topic.

Statement of work and educational history explaining how the experience for which credit is sought fits into this history, and how it relates to the student's educational plans.

Summary of content and experience. This section should include a detailed description of the learning, including whatever supporting documentation is available: course descriptions, training manuals, seminar description, notes, and examples demonstrating skills.

*Evaluation of this section is based on how well the learning can be measured in a qualitative and quantitative way, and on evidence that the learning could be applied now.

Objective verification or evidence that the learning has been evaluated by someone other than the student. Examples: letters from supervisors, certificates of attendance, school transcripts.

Summary concluding the portfolio.