

Prior Learning Portfolio (PLP) -- Preliminary Steps

If I decide to prepare a prior learning portfolio, what preliminary steps are required?

f To be eligible to submit a prior learning portfolio, you must have been admitted to the B.A. in General Studies (BGS) program and your WARD must have been prepared by the degree program office.

f You must successfully complete the Prior Learning Portfolio tutorial prior to beginning portfolio preparation. If you have never submitted a Prior Learning Portfolio to WIU, you must contact your advisor and provide your ECOM username to gain access to the tutorial. Access to the PLP tutorial is through WesternOnline. No academic credit will be awarded for successful completion of the tutorial and no tuition will be charged.

f WIU Course Request List - Review the current WIU Undergraduate Catalog course descriptions and prepare a tentative list of courses with which you think you have comparable prior learning and which do not duplicate previous credit. This list should include the department name, course number and title. Note:

How long should the narrative be?

The length of a course narrative will depend on the subject matter to be described. A subject in which performance is impossible without the required knowledge does not require a lengthy narrative. However, most courses do not fit into this category. For the great majority of course requests, you will need to provide at least five pages (typewritten, double-spaced) of narrative to support your request. In areas where the knowledge claimed cannot be verified by the observation of some performance (such as a request for Art History or Abnormal Psychology), you will need to provide a lengthy description of your knowledge of the subject. In all cases, you should bear in mind that faculty evaluators will want some substantial evidence before recommending credit for a course that they teach. This will involve describing the depth and breadth of your knowledge from the standpoint of principles and theory, as well as practical application. It is unlikely that this can be done in a few paragraphs (see

1. Title Page: Each CRF should include a title page indicating that this is a portfolio being submitted for evaluation by you. The title page should also note the submission date of the portfolio (see [Title Page example](#)).
2. Table of Contents: The second page in each CRF should be a Table of Contents -- a complete list of course requests contained within the portfolio -- the requests should be listed in alphabetical order by department (see [Table of Contents example](#)).
3. Chronological History: The third page in each CRF should be the chronological history (see [Chronological History example](#)).
4. Unique Narrative & Documentation for EACH CRF: The main portions of your course request will be devoted to the learning narrative and its accompanying documentation. Each request must have a unique narrative and appropriate documentation. Course requests with identical narratives and/or sets of documentation will not be accepted.
5. Course Request Folders Unique Tabs: The CRF tab should list your name, academic department, division/prefix course number and title (see CRF 8 >>tle (18 r demic0005 Tc -y7.773 0y e lprefatnk1 TmIncludould be plow leai

Prior Learning Portfolio -- Process & Review Steps

What are the steps a prior learning portfolio must go through before credit is granted?

Before you may submit a completed portfolio, you must

Portfolio Submission Deadline

f Fall Semester: July 1

f Spring Semester: November 1

f Summer Session: Portfolios not accepted for evaluation

Assessment of Prior Learning

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