Syracuse University/University College
Bachelor of Professional Studies
Prior Learning Assessment

Following you will find information and the application for the Bachelor of Professional Studies prior learning assessment. You may fill out the application if you have junior standing (at least 54 credit hours toward your BPS degree) and a minimum cumulative grade point average of a 2.0. You must also be able to document a minimum of five years of professional experience and/or community service.

We ask that you complete the application form, attach a copy of your resume, and provide a one to two page narrative of what prior learning you believe you possess and how it is applicable to your degree program. If you feel the prior learning matches a specific course, please indicate that as well.

This initial information will allow us to determine the additional documentation you will need to provide for your portfolio review of your prior learning.

Please return the completed application and documentation to your academic advisor at Syracuse University/University College, 700 University Avenue, Syracuse, NY, 13244-2530. Feel free to contact your UC advisor if you have any questions or concerns.

Prior Learning Assessment Background

In the U.S., there is no approved standard-setting body for the assessment of prior learning. Each institution sets its own standards, guided by the recommendations of regional accrediting commissions whose approaches vary. The Council for Adult and Experiential Learning (CAEL), while not officially approved by any governmental or accrediting body, provides a voluntary guideline, which is widely accepted and is the basis for SUCE's prior learning standards.

Academic Standards

1. Credit should be awarded only for learning, and not for experience.

2. College credit should be awarded only for college-level learning.

3. Credit should be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.

4. The determination of competence levels and of credit awards must be made by appropriate subject matter.

5. Credit should be appropriate to the academic context in which it is accepted.

6. Credit awards and their transcript entries should be monitored to avoid giving credit twice for the same learning.

7. Policies and procedures applied to assessment, including provision for appeal, should be fully disclosed and prominently available.

8. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.

9. All personnel involved in the assessment of learning should receive adequate training for the functions they perform, and there should be continued professional development.

10. Assessment programs should be regularly monitored, reviewed, evaluated and revised as needed to reflect changes in the needs being served and in the state of the assessment arts.

(From Urban Whitaker's, Assessing Learning: Standards, Principles, and Procedures, Philadelphia: Council for Adult and Experiential Learning (CAEL), 1989)

SUCE Prior Learning Assessment

Syracuse University's Continuing Education division recognizes that adult students may bring with them transfer credits from accredited American colleges and universities, credits from approved institutions in other countries, performance in college-level or proficiency examinations, and/or prior college-level learning gained from work and life experiences. Students who are matriculated in the Bachelor of Professional Studies degree program can earn up to ninety credits toward the 120 required for graduation through a combination of traditional transfer credit and prior learning assessment. Students must be matriculated in the BPS program with junior standing to apply for prior learning assessment.

(Note: A maximum of thirty semester hours of credit from the combination of advanced credit, prior learning assessment, and/or credit hours earned through nontraditional programs may be applied toward the number of credits required for graduation. These credits may not be applied to the thirty credit hour residency requirement. The maximum number of credits from non-SU courses applied to the program requirement area may not exceed forty percent of the program's total 30-32 credit requirements.)

What is Prior Learning Assessment?
Prior Learning Assessment will require students to develop a portfolio of prior college-level learning that identifies and documents their learning and how it applies to their degree program.

The Portfolio
Description: The portfolio is the mechanism for translating college-level learning acquired through professional work experiences and/or community activities into Syracuse University credit. The portfolio is an option for students pursuing a Bachelor of Professional Studies degree. It is competency-based and evaluated by SU faculty. (Specific guidelines regarding the portfolio process are outlined in the application materials.)

Type of credit awarded
Upper/lower division professional experience credit toward electives and program requirements when applicable.

Maximum allowable credit
Student can earn up to thirty (30) credits from the portfolio. The maximum number of credits from non-SU courses applied to the program requirement area may not exceed forty percent of the program's 30-32 total credit requirement.

Conditions
Students must be matriculated in the Bachelor of Professional Studies degree program; have junior standing; a minimum 2.0 cumulative grade point average; be able to document a minimum of five years of professional experience and/or community service. The portfolio must be submitted at least fifteen weeks (one semester) prior to desired evaluation completion date.

Documentation
Documentation for the portfolio includes resume showing professional employment; original letters on letterhead stationery signed by employers confirming job responsibilities and abilities; copies of certificates from in-service courses (to include number of training hours) and/or certification of product (e.g. awards/honors, published manuals); narrative description of how professional experience is equivalent to a course(s) and/or requirement(s); an annotated bibliography; and verification of active participation in professional and community organizations.

Application

- Student must be matriculated in the Bachelor of Professional Studies degree program; have junior standing; and a minimum 2.0 cumulative grade point average.

- Student must be able to document a minimum of five years of professional experience and/or community service.

- Student will submit application, resume, and narrative of what prior learning s/he believes s/he possesses and how it is applicable to his/her degree program. Student will indicate if prior learning matches a specific course or degree requirement.

- For each requirement area student will document any training and training hours related to the prior learning. The student will document the application of that learning whether in the work place or in the community. Students may include an annotated bibliography and any other materials pertinent to the learning (e.g. manual published, writing samples.)

Procedures

- UC academic advisor will work with student to oversee the portfolio process. (See portfolio checklist that follows)

- When the student and the UC advisor agree that the portfolio is complete student will submit the portfolio to the PLA committee reviewers. The portfolio must be submitted at least fifteen weeks (one semester) prior to desired evaluation completion date.

- The PLA portfolio evaluation committee will review the portfolio. This committee will rotate among the BPS Program Committee members – three to rotate off the

committee each year. The PLA portfolio evaluation committee will determine the degree and level of competency achieved.

- The portfolio evaluation committee will make credit recommendations and/or require additional information for each course or requirement submitted. If accepted, the evaluation will determine the credit equivalent. Credit hours awarded may not exceed the number of credits associated with the SU equivalent course or requirement. If additional information is required the student will be given a timeframe in which the portfolio must be resubmitted. If credit is not recommended, the student will have the right to appeal the committee's decision in writing within two weeks of notification of the evaluation. If the student resubmits the portfolio upon appeal an appeals committee will review the resubmitted portfolio.

- Once approved, the portfolio will be forwarded to the Student Administrative Services office for filing and awarding of credit to student's transcript. The credit to be awarded will be listed by petition and signed by the Program Committee members, one of the BPS co-chairs, and the University College Assistant Dean for Student Administrative Services. The credit will be awarded as professional experience credit (Test ID-PR/PROFE-Component)

Portfolio Completion Checklist

1. Portfolio Cover Sheet

2. Table of Contents

3. Copies of college transcripts

4. Resume showing professional employment, professional and community organizations

5. Original letters on letterhead stationery signed by employers confirming job responsibilities and abilities

6. Verification of active participation in professional and community organizations

7. Copies of certificates from in-service courses and or awards/honors

8. A clearly written narrative describing how professional experience is equivalent to a course(s) student feels could be replaced by professional experience. To develop this narrative the student should:
   Take an inventory of knowledge and skills
   Choose the areas where college credit is sought
   Find course descriptions to match learning
   Provide evidence of learning/knowledge
   Describe what is known and how it was learned

9. Portfolio evidence must be arranged in the sequence in which it is mentioned in the portfolio

Syracuse University Continuing Education
Bachelor of Professional Studies
Prior Learning Assessment

Prior Learning Assessment Application

PLEASE PRINT

Last Name	**First Name**	**MI**

Street Address	**City**	**State**	**Zip Code**

SUID number	**Day phone number** ( )	**Eve phone number** ( )

Have you ever submitted a portfolio to Syracuse University Continuing Education before?

☐ Yes ☐ No If yes, date_____

All students must read the following and sign below:

I am matriculated in the Bachelor of Professional Studies degree program; have junior standing; a 2.0 cumulative grade point average; am able to document five to ten years of professional experience and/or community service; have attended a portfolio seminar within one semester of submission of the portfolio. This portfolio is being submitted at least fifteen weeks (one semester) prior to desired evaluation completion date.

I understand that it is my responsibility to ensure that the credits I earn through the Prior Learning Assessment are applicable to my degree program. I also acknowledge that the portfolio information I submit to Syracuse University Continuing Education is true and correct. I understand that willful failure to give accurate information is considered adequate grounds for dismissal from the University and revocation of credits granted.

Student Signature _____ Date _____