



Challenge Portfolio

1. PURPOSE

This procedure establishes the guidelines for the administration of challenge portfolios for prior learning credit at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. APPLICABILITY

This procedure is applicable to all students seeking academic credit for prior learning aligned with the content of credit-bearing courses.

3. ASSOCIATED POLICIES AND DOCUMENTS

3.1 CLDR-1010: Policy Review Schedule

3.2 NPRC-3250: Academic Program Completion Requirements for Students

3.3 NPRC-9515: Prior Learning Credit

3.4 FORM-9515-02: Prior Learning Credit by Challenge Portfolio

3.5 FORM-9515-03: Prior Learning Credit Challenge Portfolio Administration and Reporting

3.6 SCED-1050: Record Retention Schedule

4. DEFINITIONS

4.1 A Challenge Portfolio is a collection of documented and verified academic learning and applicable work history aligned to course-specific learning outcomes and program goals in academic program of study.

5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

5.1 Students will consult their Student Engagement Specialist regarding their eligibility to request a challenge portfolio.

5.1.1 Students may not take a challenge portfolio for courses in which they are currently enrolled.

5.1.2 The number of academic credit hours awarded for PLC is limited by graduation residency requirements as outlined in NPRC-3250 Requirements for Graduation.

- 5.1.3 If planning to transfer to another institution, students should consult the receiving institution concerning transferability of credit by Challenge portfolio.
- 5.2 To request a challenge portfolio for prior learning credit, a student must complete FORM-9515-02: Prior Learning Credit by Challenge Portfolio.
 - 5.2.1 A non-refundable fee of \$25 per credit hour is assessed prior to portfolio review.
 - 5.2.2 The appropriate portfolio artifacts to be used as evidence of prior learning must be presented in full with the request form.
 - 5.2.3 Requests must be received by the Office of the Registrar must be received prior to the deadline for the first submission of progress grades in the term for which the request is submitted.
- 5.3 Following FORM-9515-02: Prior Learning Credit by Challenge Portfolio, the following steps will be taken using FORM-9515-03: Prior Learning Credit Challenge Portfolio Administration and Reporting:
 - 5.3.1 Part A is to be completed by an Office of the Registrar Representative prior to the midterm grade submission deadline in the term for which the request is submitted.
 - 5.3.1.1 If the student is eligible for the Challenge Portfolio, the form will be sent to the Office of Student Billing no later than two weeks after receipt from the student.
 - 5.3.1.2 If the course or student is ineligible for the Challenge Portfolio, notice will be provided to the student and no further actions will be completed.
 - 5.3.2 Part B To be completed by the Office of Student Billing prior to the midterm grade submission deadline in the term for which the request is submitted.
 - 5.3.3 Part C is to be completed by the appropriate Academic Director as applicable prior to the final grade submission deadline in the term for which the request is submitted.
- 5.4 After the completion of FORM-9515-03: Prior Learning Credit Challenge Portfolio Administration and Reporting, the Office of the Registrar will notify the student of the Challenge Portfolio results and update the student's record accordingly.

6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1010: Policy Review Schedule.

7. APPROVAL

Signature on file

Name	Title	Date
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Revision Notes: Procedure approved