



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

FORM 9515-02: Prior Learning Credit by Portfolio

Origination: 02-05-2024

Approved: 02-27-2024

Effective: 02-27-2024

Reviewed: 02-20-2024

Last Updated: 02-27-2024

## Prior Learning Credit by Portfolio

**To be completed and submitted by the student prior to the deadline for the first submission of progress grades in the term for which the request is submitted.**

Student: \_\_\_\_\_

ID: \_\_\_\_\_

### **Request challenge for:**

- Academic term and year of request (ex. Fall 2023): \_\_\_\_\_
- Number of credit hours requested for challenge portfolio: \_\_\_\_\_
- Courses requested for challenge portfolio (Include designator and name. Ex: ENG 115):  
\_\_\_\_\_  
\_\_\_\_\_

### **Portfolio artifacts presented for review:**

- Applicable work history: *Append a cover letter and resume in .pdf format with submission of this form.*
- Applicable prior learning history: *Append documents to evidence mastery of course-specific learning objectives for the aforementioned courses that may include, but are not limited to: non-academic transcripts, credentials, reference letters, academic writing samples, professional philosophy statements, professional reflections, professional journals, photographs, or videos.*

### **Eligibility criteria, awarding of credit, and associated charges:**

- A course is ineligible for a Challenge Portfolio if:
  - A Challenge Portfolio or Challenge Exam has previously been taken for the course;
  - A grade of A, B, C, D, F, or P has previously been earned;
  - The student is currently enrolled in the course; or
- Credit awarded based on successful challenge portfolio scores will be assigned a grade of CP on the student's transcript.
- Credit hours earned by challenge portfolio are not included in the calculation of GPA.
- If planning to transfer to another institution, the student should consult the receiving institution concerning transferability of credit by Challenge Portfolio.
- A non-refundable charge of \$25 per credit hour is assessed prior to Portfolio administration.
- Challenge portfolios may not be available during the summer.
- Challenge portfolios must be reviewed before the last day to withdraw in the academic term following the request.

*I acknowledge completion of this form, the inclusion of requested documentation, and payment of associated fees indicates my intent to complete a challenge portfolio for the indicated course.*

*I affirm that my request meets the eligibility criteria as outlined above.*

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**After completion:**

- A. The completed form will be sent to the Office of the Registrar at [registrar@rrcnpa.org](mailto:registrar@rrcnpa.org). It must be received by the Office of the Registrar prior to the deadline for the first submission of progress grades in the term for which the request is submitted.
- B. Applicable College Offices will complete FORM-9515-03: Prior Learning Credit Challenge Portfolio Administration and Reporting
- C. The student will be notified prior to the final grade submission deadline in the term for which the request is submitted if the challenge exam is successful or unsuccessful if credit will be awarded.