

DUTCHESS

COMMUNITY COLLEGE

Prior Learning Assessment e-Portfolio Preparation Form

Students must submit this completed form to the Prior Learning Assessment (PLA) Coordinator no later than the third week of the Fall and/or Spring semester in order to qualify for the e-Portfolio PLA review process. Students may submit this form via email to Carl Norris, PLA Coordinator: carl.norris@sunydutchess.edu

Date of Request: _____

Semester: _____

Name: _____

A#: _____

Address: _____

Phone#: _____

Please indicate below the course you are pursuing credit for through prior learning assessment:

Subject	Course No.	Course Name	Credit Hours

e-Portfolio Preparation

It is the student's responsibility to develop all documents to be considered. The assessment of prior learning will be based on the documentation presented. Types of documentation that may be included (but not limited to) are:

- Certificates of Training (including hours and topics documented).
- Current Resume
- Letters of reference from supervisors/employers that can document your work experience.
- Committee/Volunteer minutes
- Performance Evaluations
- Professional recognitions, awards, or honors
- Certificates of achievement or completion

For assistance in preparing this request, please contact: Carl Norris, Prior Learning Assessment Coordinator: Bowne Hall 210-B, or via email at carl.norris@sunydutchess.edu.

Student Signature: _____

Date: _____

Prior Learning Assessment Coordinator: _____

Date: _____