BISMARCK STATE COLLEGE | North Dakota's Polytechnic Institution

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Prior Learning Application

Request for Credit by Portfolio Development | Operational Procedure 460.4.3

Use this form to request evaluation of college-level learning gained through employment, military service, industry training, volunteer activities, certifications, or other experiences outside traditional classroom instruction.

Before completing this form, review the current list of eligible courses and the course-specific information at BSC Prior Learning Assessment (PLA) by Portfolio, including the course description, course learning outcomes, and examples of documentation that may demonstrate prior learning. An application will be considered only for a currently eligible course. Apply only when you believe your prior learning aligns with the course learning outcomes and you can provide sufficient documentation for faculty evaluation. Submitting an application does not guarantee enrollment in the assessment process or the award of credit. Credit is awarded only after faculty evaluation confirms achievement of the approved course learning outcomes.

Submit the completed application to Academic Affairs at bsc.priorlearning@bismarckstate.edu. Communications about enrollment, documentation requests, and the final determination will be sent through your BSC email and the Credit by Portfolio Development Blackboard course.

Student Information

Student ID * | **Student name ***

BSC email address * | **Telephone ***

BSC program in which you are accepted *

Anticipated graduation term * | **Current term ***

Eligibility

Answer every question. A missing response may delay review. Contact your advisor or the PLA Office if you are unsure how to answer.

Are you accepted into a BSC bachelor's, associate, diploma, certificate, or certificate of completion program?	Yes ☐ No ☐
Are you enrolled in at least one BSC course during the term for which the portfolio credit would be posted?	Yes ☐ No ☐
Is the course requested below included on BSC's current list of courses available for PLA by Portfolio?	Yes ☐ No ☐

Course Request

Select the one BSC course you want evaluated. Submit a separate application for each additional course.

Requested course *

Select an eligible course

If you are requesting approval for a course not identified in the list above and have received permission from the PLA office to submit, please provide course information below

Course Eligibility Self Assessment

Complete these questions for the one course selected on page 1.

Course Specific Eligibility

A “Yes” response to any question below may make you ineligible for Credit by Portfolio Development for the selected course. Contact your academic advisor or Academic Records before submitting the application if you answer Yes.

Are you currently enrolled in the course for which you are requesting portfolio credit?	Yes ☐ No ☐
Have you previously challenged the course for which you are requesting portfolio credit?	Yes ☐ No ☐
Have you previously completed the requested course, regardless of the grade earned (A-F or S/U)?	Yes ☐ No ☐
Have you previously received equivalent transfer credit from an accredited institution for the requested course?	Yes ☐ No ☐
Have you previously earned Credit by Exam or Credit by Industry Training for the requested course?	Yes ☐ No ☐

Course Requirements Self Assessment

Do not submit portfolio materials with this application unless specifically requested. If approved to proceed and after payment, you will be enrolled in the appropriate Blackboard course. The Blackboard course will identify the learning outcomes, required portfolio materials, evaluation rubric, and submission deadline.

- ☐ I reviewed the course description, course learning outcomes, and examples of potential documentation published for the course selected on this application.
- ☐ Based on my review, I believe my prior learning aligns with the course learning outcomes and that I can provide documentation demonstrating that learning.
- ☐ I understand that this self-assessment allows my application to be considered but does not guarantee that I will be approved to proceed or that credit will be awarded.

Student Acknowledgements

Review each statement, check every box, and sign before submitting the application.

Deadlines Fees and Communication

- ☐ I understand that a completed application must be submitted no later than the 8th week of a Fall or Spring semester or the 4th week of a Summer semester. An application received after the deadline may be deferred to the following academic term.
- ☐ I understand that all required portfolio materials must be submitted within 4 business weeks after I am enrolled in the Credit by Portfolio Development Blackboard course unless an extension is approved.
- ☐ I understand that the assessment fee equals the applicable course tuition rate based on my residency classification and must be paid in full before the portfolio evaluation. I may also be responsible for materials used in the assessment. The fee is non-refundable after enrollment in the assessment process and is not eligible for payment through federal financial aid.
- ☐ I am responsible for monitoring my BSC email and the Blackboard course for enrollment notices, requests for additional documentation, deadlines, and the decision to award or deny credit.
- ☐ I understand that the portfolio evaluation will be completed within 4 business weeks after all required materials are received. Business weeks exclude official College closures, breaks between terms, winter break, spring break, and other scheduled institutional closures.

Course Requirements and Academic Record

- ☐ I have reviewed the published course description, course learning outcomes, and examples of potential documentation for the course requested. I believe my prior learning aligns with those outcomes and understand that I must submit sufficient documentation for faculty evaluation.
- ☐ I understand that credit awarded through Portfolio Development receives no letter grade and is not included in my grade point average.
- ☐ I understand that awarded credit becomes a permanent part of my academic record and counts toward graduation requirements, but does not count toward BSC's minimum institutional residency requirements.
- ☐ I understand that portfolio credit may not transfer to another institution and that I am responsible for confirming transferability with the receiving institution.
- ☐ I understand that portfolio credit is not guaranteed to be posted in the term in which the portfolio is submitted. A late-term submission or evaluation completed after grading deadlines may be posted in the following term.
- ☐ I understand that all forms of non-traditional credit are subject to applicable limits: up to 60 credits for a bachelor's degree, 40 credits for an associate degree or diploma, and 50% of total degree credits for a program certificate or certificate of completion.
- ☐ I certify that I am the author or creator of all materials represented as my own. I will identify the source and my role for any collaborative, employer-owned, adapted, or third-party material and will not submit falsified or misrepresented evidence.
- ☐ I certify that the information in this application is true, complete, and accurate to the best of my knowledge and accurately reflects my current status.

Student signature (typed or handwritten) *	**Date ***