

Prior Learning Application: Request for Credit by Portfolio Development

Bismarck State College (BSC) permits students to demonstrate college level competency and establish college credits by successfully developing a portfolio of their work experiences. BSC Operational Procedure 460.4.3

Please allow 7-10 business days for this application to be reviewed and to receive a notification of a decision and your next steps.

If you have any questions or concerns, and to submit your completed application, please contact the Distance Education and Learning Support Services Office at bsc.priorlearning@bismarckstate.edu.

Eligibility

Eligibility I

Are you enrolled in a BSC course during the term for which credits are being requested? Y/N

If you answered no, please contact your advisor for assistance. You must be enrolled in a course during the term for which you are requesting Prior Learning credits.

Eligibility II

Are you currently enrolled in the course you are requesting credit for prior learning?	Yes		No	
Were you ever enrolled in the course and earned a grade A-F or S/U?	Yes		No	
Has BSC awarded you transfer credit for the course?	Yes		No	
Have you previously earned Prior Learning credit for the course (military training, credit by exam, challenge examination, portfolio development, industry training, Straighterline and courses covered under high school articulation)?	Yes		No	

If you answered yes to any of these questions, please contact your advisor prior to submitting the form because you may not be eligible to be awarded Prior Learning credit.

Student Information

Student ID	
Student Name	
BSC Email Address	
Telephone	
What program have you been accepted into?	

What is your anticipated graduation term?	
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Course(s) Information

Please list the BSC courses you wish to have evaluated for Credit by Portfolio Development.
<https://catalog.bismarckstate.edu/catalog/course-descriptions/>

<i>Ex. ENGL</i>	<i>110</i>	<i>College Composition I</i>	<i>3</i>
Course Prefix	Course Number	Course Title	Credit Hours

Documentation

Please attach documentation for evaluation. Examples may include a record of employment or resume detailing duties, required skills, and years of experience; examples of professional work completed; writing samples; copies of certifications or licenses earned with supporting outlines of training completed and course descriptions.

File Attachments

Description	File Name

Please write a brief explanation detailing your reason for wanting to earn Credit by Portfolio Development.

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Acknowledgement

I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.	
Student Signature and Date	

Signatures

Dean of Distance Education and LSS	I hereby certify that this information is to the best of my knowledge and belief, complete, correct, and attached.
Signature and Date	
Assistant Dean of	I hereby certify that a Credit by Challenge Examination has been agreed to by the department faculty.
Signature and Date	
Dean of Distance Education and LSS	I hereby certify that this information is to the best of my knowledge and belief, complete, correct, and attached.
Signature and Date	
Student Finance	I hereby certify that the fees for Credit by Challenge Examination have been paid.
Signature and Date	
Dean of Distance Education and LSS	I hereby certify that this information is to the best of my knowledge and belief, complete, correct, and attached.
Signature and Date	
Assistant Dean of	I hereby certify that this information is to the best of my knowledge and belief, true and correct and documentation of the student meeting required course outcomes have been met and is attached.
Signature and Date	
Dean of Distance Education and LSS	I hereby certify that this information is to the best of my knowledge and belief, complete, correct, and attached.
Signature and Date	
Academic Records	I hereby certify that these credits have been recorded to the students' BSC transcripts.
Signature and Date	
Dean of Distance Education and LSS	I hereby certify that this information is to the best of my knowledge and belief, complete, correct, and the student has been informed.
Signature and Date	