**GUIDELINES FOR DEVELOPING A PORTFOLIO ASSESSMENT**

A Portfolio is one means by which a student may request credit for prior learning. Portfolios should only be used when there is not another method of Prior Learning Assessment (PLA) through which they may earn credit (such as a Challenge Exam, AP/CLEP exams, or similar). Portfolios are particularly appropriate for assessing experiential learning that has led to college-level learning, such as work experience that has enabled a student to achieve the Learning Outcomes for an Internship or Clinical course.

Please review Policy 2.118, Credit by Prior Learning Assessment, the Portfolio Assessment Guide, the Portfolio Assessment Form, and the list of available Challenge Exams before beginning to develop a Portfolio Assessment for a particular course.

**All materials related to the Portfolio Assessment must observe the guidelines for Universal Design for Learning. Please see UDL-101 on Blackboard Learn for more information.**

1. Use the header described on the Portfolio Assessment Guide and enter the correct Course Prefix and Number.
2. Complete the Learning Outcomes section on the Portfolio Assessment Guide. The items listed here should be the same as those expected for students who enroll in the course.
3. Complete Item 7 in the Required Portfolio Contents, if applicable.
4. Complete the Determination of Portfolio Assessment Outcome section. Design and attach a rubric that is aligned with the Portfolio requirements and the Learning Outcomes.
5. Seek program faculty approval of the Learning Outcomes, the Portfolio requirements, and the assessment rubric.
6. Submit the completed Portfolio Assessment packet to your Dean for approval.