



PROCEDURE FOR PORTFOLIO EVALUATION

The Prior Learning Portfolio cost is \$30 per credit hour. The payment must be submitted before the portfolio is reviewed.

The process by which a student can earn Prior Learning Credit is as follows:

1. Apply to Edison State Community College
2. Create an account at FastPathOhio.com
 - a. Initiate the petition for Prior Learning Assessment at FastPathOhio
3. Work with Edison State's FastPathOhio advisor to create your portfolio
4. Submit the completed portfolio through FastPathOhio
5. Complete this Portfolio Processing Form
6. Submit this form and payment to the Business Office at Edison State Community College

Once the student has completed the above steps, the following will take place:

7. The Business Office will submit the form to the FastPathOhio advisor who will make the portfolio available to the appropriate instructor for review.
8. The instructor will review the Portfolio and complete the online grading.
9. The FastPathOhio advisor will forward the Portfolio Processing Form to the Dean for approval.
10. The Dean will return the completed Portfolio Processing Form to the Registrar.
11. The Registrar will process the Portfolio score/grade, submit the form to the Director of Guided Pathways Advising, and inform the student of the outcome.
12. The Director of Guided Pathways Advising will complete the Credit by Portfolio Faculty Payment Request form and submit the form to Human Resources for faculty compensation.
13. The Director of Guided Pathways Advising will file the completed form in the student's permanent record.

NOTE: Portfolio fees are non-refundable, regardless of credit awarded.



Portfolio Processing Form

Student's Last Name _____ First Name _____ M.I. _____

Student ID# _____ D.O.B. _____ Phone # _____

Course Information: _____
Department Number Credit Hours Class Title

Student's Signature: _____ Date _____

Student does not complete anything below this line.

Business Office Section: Fees Received: \$ _____ Date: _____ By: _____

The Business Office will submit this "paid" application to the FastPathOhio Advisor.

Advisor's Section:

Instructor Assigned: _____

Credit Awarded Credit Not Awarded

Comments: _____

Advisor's Signature: _____ Date _____

I have reviewed the student's portfolio and the faculty recommendation for awarding credit for prior learning:

Dean's Section: Credit Approved Credit Not Approved

Dean's Signature: _____ Date _____

Routing

Date Completed

- FastPathOhio Advisor _____
- Division Dean _____
- Registrar's Office _____
- Student emailed results _____
- Director of Career Pathways Advising _____