

Credit for Prior Learning Request Form Undergrad and Grad Portfolio or Essay

This form is required for Trident University to review your Portfolio or Experiential Essay for Prior Learning credit. You must submit this form as well as the applicable documentation indicated below. Please thoroughly review the Prior Learning Assessment policy in the University Policy Handbook, and only complete this form if you have met ALL of the criteria below:

- You have submitted all required admission documents and have a completed degree plan on file.
- You have received a Full or Conditional Admission letter from Trident University in your current program.
- You are a Certificate or Undergraduate/Graduate degree-seeking student.
- You are in good academic standing.

If you have met the required criteria, please submit this form to your student success advisor along with your portfolio or essay. Sample documents may include:

- Resume/CV
- Job Description(s)
- Publications or work reports
- Letter of recommendation from employer(s) or supervisor(s) verifying the information in the resume. This must be on letterhead and signed by a representative of the organization, with contact information.
- Publications or work reports
- Essay describing your achievement of the outcomes of the course you wish to satisfy

Please note: The turnaround time for an experiential essay or portfolio submission can be up to 2 weeks depending on number of submissions, level of detail provided on the documentation, and additional research that may need to be done. Submissions are final and may not be resubmitted more than once. Please ensure that all appropriate documentation and submission components are present when you submit your portfolio or essay.

Submission Information

Student Name:	Student ID:
Student Email:	Student Phone:

Current Program:

You must fill out this section in order for your submission to be reviewed. Please be specific about which Trident course or requirement should be reviewed for each equivalency – PLA may only be reviewed for direct course equivalency. Your portfolio or essay must individually address each learning outcome for the course you would like to satisfy. Your Student Success Advisor will assist you in accessing the course outcomes for each course. You must create an individual essay or portfolio for each course indicated below. If you wish to submit for more than 3 courses, you must submit additional forms.

Please clearly name each attachment and reference which attachments refer to which course submission below.

<i>Trident Course</i>	<i>Attachments to View</i>
Course 1:	Attachments:
Course 2:	Attachments:
Course 3:	Attachments:

Acknowledgements:

By signing below, students acknowledge:

- Credit is subject to all transfer guidelines and restrictions as outlined in the Policy Handbook and is not guaranteed.
- Credit can only be awarded if the documentation provided meets the requirements for assessment. If any documentation is missing, it is the student’s responsibility to locate and submit official documentation.
- All documentation provided is true and accurate and adheres to academic integrity policies. Any documentation found to be falsified will be unacceptable and may result in academic dismissal.
- Even if credit is awarded, it will only be applied to a student’s degree program if there is room in the student’s degree plan.

Student Signature:	Date:
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