

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
SIP-3227.A

SUBJECT: Portfolio Examination Form

REFERENCE: SIP-3227 Credit Based on Experience

Student Name _____ ID No.: _____

Portfolio Received _____ Date _____
Dean for University Transfer

<u>Course Requested for Credit</u>	<u>Credit Hours Requested</u>	<u>Credit Hours Recommended</u>	<u>Credit Hours Awarded by CAO</u>
------------------------------------	-------------------------------	---------------------------------	------------------------------------

Evaluated by: _____ Date _____

Rationale: _____

This form must accompany each credit petition included in the student's portfolio.

Supervised by: _____ Date _____
Department Chair

Awarded by: _____ Date _____
Chief Academic Officer

*Recorded by: _____ Date _____
Registrar

Note:

1. No student may request credit based on experience for a course in which he/she has received a grade other than W or AU.
2. The grade assigned for the course will be CR for credit allowed.
3. A non-refundable portfolio evaluation fee of \$300 is assessed for this service and must be remitted to the College prior to the assessment of the applicant's portfolio. A paid receipt must be attached to this form. A posting fee of \$10 per credit hour is payable upon award of credit and must be paid before the Registrar shall affix the reward to the student transcript.
4. Credit based upon experience is not included in the calculation of a student's instructional load as applied to financial aid programs at the college.
5. Credit allowed by experience at Southern West Virginia Community and Technical College may not be accepted into particular programs of study at other institutions. The student should contact the institution prior to applying to determine if a CR grade is acceptable.
6. Credit based upon experience is subject to the institutional policy on non-traditional credit.

*This form is filed in the student's file in the records office along with assessment and portfolio materials.