Credit for Prior Learning Evaluation Rubric

Student Name:	UID #:	Course Number & Title:
Evaluator:	Date:	

Evaluation Criteria	Does Not Meet Expectations 0	Partially Meets Expectations 1	Meet Expectations 2	Exceeds Expectations 3	Total
Source(s) of Learning *Examples include non-credit courses, professional trainings, military credit, etc. Work and/or life experiences are consistently aligned with course learning outcomes*	The sources of learning provided do not align with the course subject and intended course learning outcomes	The sources of learning provided partially align with the course subject and intended course learning outcomes	The sources of learning align with the course subject and intended course learning outcomes	The sources of learning closely align with the course subject and intended learning outcomes	
Evidence of Learning *Portfolio artifacts (e.g., professional certificates, work samples, workshops, trainings, non-credit courses, etc.)*	The materials are unsuitable and insufficient for achieving the course learning outcomes	The materials are partially suitable and sufficient for achieving the course learning outcomes	The materials are suitable and sufficient for achieving the course learning outcomes	The materials are very suitable and sufficient for achieving the course learning outcomes	
Demonstration of Graduate-Level Knowledge and Skills *Knowledge and skills align with course learning outcomes and meet college-level expectations*	The knowledge and skills do not align with the course learning outcomes or meet graduate-level expectations	The knowledge and skills partially align with the course learning outcomes and graduate-level expectations	The knowledge and skills align with the course learning outcomes and graduate-level expectations	The knowledge and skills align well with the course learning outcomes and graduate-level expectations	
Reflection on Learning *Reflection on learning competencies consistent with the course learning outcomes*	The reflection provides little to no evidence of learning and alignment with course learning outcomes	The reflection provides some evidence of learning and alignment with course learning outcomes	The reflection provides sufficient evidence of learning and alignment with course learning outcomes	The reflection provides ample evidence of learning and alignment with course learning outcomes	
Presentation of Portfolio *Quality of portfolio and other documentation*	Instructions for presenting materials have not been followed, and the quality of writing does not meet graduate-level standards	The instructions for presenting materials have been partially followed, and the quality of writing meets graduate-level standards to some extent	Instructions for presenting materials have been followed and the quality of writing meets graduate-level standards	Instructions for presenting materials are well organized and the quality of writing more than meets graduate-level standards	
Overall Assessment	The recommended score for successful learning (i.e., passing) is **10 or higher**, with a score of at least 2 in each of the five categories			**Total:**	

Evaluation Guide for Faculty and Students

The assessment criteria in the rubric are designed to evaluate whether the portfolio provides clear evidence that a student who is requesting credit has mastered the course learning outcomes. Each portfolio will be assessed using the five criteria on the Credit for Prior Learning Rubric.

Evaluation Criteria	Description of Expectations	Instructions/Examples for Students
Sources of Learning	The prior learning experience must connect to the course learning outcomes, and the portfolio should demonstrate that these outcomes have been achieved.	Students must explicitly describe their prior learning experiences and show they have achieved all learning outcomes through their portfolios.
Evidence of Learning	The portfolio must include proper documentation to support meeting course learning outcomes. Artifacts submitted should align with the course subject matter.	Students must include concrete documentation (artifacts) that support the skills and knowledge gained that meet the course learning outcomes. Artifacts can include sample projects, technical and professional materials produced by the students, completion of professional workshops and/or training, a detailed resume that outlines your roles and responsibilities, etc.
Demonstration of Graduate-Level Knowledge and Skills	The portfolio should demonstrate mastery of the knowledge and skills outlined in the course learning outcomes. They must also illustrate how these skills and knowledge have been applied in real-world work experiences. The portfolio should indicate that the competencies typically acquired through coursework were achieved through relevant work experiences.	Provide examples of how you have applied knowledge and skills acquired through coursework to your real-world work experiences over a sustained period.
Reflection on Learning	The portfolio must include a reflection on the learning that has taken place. Additionally, it should justify why the work experiences are an appropriate substitute for taking the course. It is important to explain how these experiences align with each of the course's learning outcomes.	Students should reflect on how their work experiences align with the learning expectations for the course for which they wish to earn credit. Please provide specific details in your reflection.
Presentation of Portfolio	The portfolio must address all five evaluation criteria. The presentation of the artifacts should be clear, well-organized, and meet graduate-level expectations. All writing must consist of complete sentences and adhere to proper grammar.	Students must present the portfolio professionally and organize it in a folder or binder with materials typed and divided into sections. A title page, table of contents, and an abstract of your portfolio's contents