Instructions: Paste table (form below) into an email to student to fill & forward as directed.

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| **Andrews University Portfolio Evaluation Form** |
| **STUDENT APPLICANT** |
| Discuss credit for prior learning with your advisor. Follow the step at [andrews.edu/distance/students/pla/portfolios.html](http://www.andrews.edu/distance/students/pla/portfolios.html) Complete this section & email to [glynisb@andrews.edu](mailto:glynisb@andrews.edu), Include a folder link or attach documentation and essay.  **Full Name:**  firstname lastname  **AU ID:** xxxxxx  **Course Info:**RELP 240 Personal Witnessing or other…  **Number of Credits: 3**  **Term:** Fall 202x  By returning this form completed via email: *I hereby acknowledge that the portfolio documents attached to this email are a true and correct representation of my prior. I fully understand that willful failure to give accurate information is considered adequate grounds for dismissal and/or revocation of credits granted as a result of the falsified information. As published in program guidelines or handbook, and the Academic Bulletin, I agree to pay the fee(s) charged to my Andrews account.* |
| **FACULTY EVALUATOR** |
| Please evaluate the portfolio attached or in this shared folder. Review the [portfolio rubric](https://www.andrews.edu/distance/students/pla/portfoliorubric.pdf) and course outcome-specific rubrics for criteria on determining a passing grade. Enter the grade (pass/fail) and comments on evidence of learning aligned to course outcomes in this form.  **Full Name:**  **AU ID:**  **Position:**  **Grade:** Pass / Revise / Fail  **Comments:** enter 2 sentences explaining your decision concisely |
| **APPROVALS & FORWARDING ORDER** |
| Faculty evaluator forwards to [glynisb@andrews.edu](mailto:glynisb@andrews.edu) (PLA Director), who signs and forwards to the Dean, who forwards to [grades@andrews.edu](mailto:grades@andrews.edu), each typing their name below in lieu of signature.  **Prior Learning Director**: name  **College/School Dean Name**:  name  **Records Staff Entering Grade**: name |
| **BILLING** |
| The Program Prior Learning Director fills in. Records forwards to Firms/Accounts Receivable.  **Charge student (ID above):**          $400 **Fee distribution:**      Recording Fee (Acct: EN15, $57 x \_ credits)      $171      Prior Learning Admin (Acct: 11-4080-6156-51)  $229        A $50 one-time payment is made to the Faculty Evaluator from the Prior Learning Account by Glynis Bradfield |
| Form updated 2022/04. Questions? Contact [Glynis Bradfield](mailto:glynisb@andrews.edu), AU [Prior Learning Director](https://www.andrews.edu/distance/students/pla/prior-learning.html) |