

Prior Learning Assessment MCC Portfolio Application

Introduction

MCC allows students to earn credit through the completion of a portfolio that demonstrates a student has mastered all course objectives through work or life experiences. Developing a portfolio is a rigorous process that will require you to assess what you have learned through work or life experiences and demonstrate how that knowledge and skills apply to specific MCC coursework.

Students must meet the following criteria:

- Not be enrolled in the course being challenged
- Cannot have completed the course previously with a grade (Institutional course proficiency may not be earned for any course in which a student has already earned a grade of A, B, C, D, F, I, AUDIT)
- Credit through “MCC Portfolios” is only awarded for courses approved by individual departments.
- Credit granted may apply toward the student’s current listed major only and may not transfer to other institutions.

Procedures

1. The student will contact the Prior Learning Assessments Center to verify portfolio options in the student’s major.
 - The PLA Center will identify the current course outline, Academic Dean, and other requirements for the portfolio.
 - The PLA Center will provide information about completing a portfolio, application procedures, and payment requirements.
 - The PLA Center will refer the student to the Learning and Tutoring Center (LTC) for assistance with the completion of the portfolio.
2. Prior to submitting the portfolio, a fee of \$40 (non-refundable payment) for each portfolio is payable either by phone or in person:
 - Student Accounts – 531-622-2405
 - Student Services
 - Student Services (Cashier) – Applied Technology Center (ATC), Elkhorn Valley Campus (EVC), Fort Omaha Campus (FOC – CASC building), South Omaha Campus (SOC)
 - Main Office – Fremont and Sarpy Center
 - Be sure to capture the receipt information on the application.
3. The student completes the portfolio.
4. The student submits portfolio to the appropriate Academic Dean or Subject Matter Expert for review either electronically or printed.
5. The Academic Dean will inform the student of the results of the review.
6. The Academic Dean will submit required paperwork to the Records office for posting to the student’s official transcript. The portfolio will be kept in the Academic Dean’s office unless the student requests that it be returned.

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To the Student: Please complete the application below and submit to the Academic Dean with the completed portfolio.

Student Name:				
MCC ID:				
Address:	Street	City	State	Zip Code
Phone:	()			

Petitioned Course

PREFIX	COURSE NUMBER	COURSE NAME	CREDIT HOURS

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Academic Dean Signature _____ Date _____

<p>RESULTS:</p> <p><input type="checkbox"/> Petition Approved</p> <p><input type="checkbox"/> Petition Denied</p> <p>Comments:</p>

Please return to Records Office at Fort Omaha Campus, Building 5.

FOR OFFICIAL USE ONLY

<p>Student Services</p> <p>Receipt # _____</p> <p>Total paid _____</p> <p>Date _____</p> <p>Received by _____</p>	<p>Records Office</p> <p>Posted by _____</p> <p>Date _____</p>
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