

Prior Learning Assessment Portfolio Review Form

Students must submit this completed form to the appropriate Academic Division Chair to qualify for the Portfolio Review process. If credit petition is denied, the Academic Division Chair and/or the Chief Academic Officer will provide written explanation to the student.

Date of Request: _____ Semester: _____

Name: _____

Address: _____ Phone#: _____

Please indicate below the course you are pursuing credit for through prior learning assessment:

Subject	Course No.	Course Name	Credit Hours

Portfolio Review Preparation

It's the student's responsibility to develop all documents to be considered. The assessment of prior learning will be based on the documentation presented. Types of documentation may include (but are not limited to):

- Certificates of Training (including hours and topics documented)
- Current Resume
- Letters of reference from supervisors/employers that can document your work experience
- Committee/Volunteer minutes
- Performance Evaluations
- Professional recognitions, awards, honors, sample professional documents
- Certificates of achievement or completion

For assistance in preparing this request, please contact: The Office of Advising, Career & Transfer Services: Main Building Room 113L, or via email at advising@sunycgcc.edu.

Student Signature: _____ Date: _____

Division Chair Signature (If Approved): _____ Date: _____

Bursar (If Approved): _____ Date: _____

Chief Academic Officer Signature (If Approved): _____ Date: _____

Office of the Registrar: _____ Date: _____