

### ~ PORTFOLIO REVIEW ~

#### DEFINITION

It is recognized that students may be able to demonstrate and document learning which has occurred outside the classroom and which is not directly equivalent to a course in the Marist College curricula. Instead of using the Life Work option, students who identify such areas of learning are encouraged to develop a portfolio that brings together a narrative demonstration of learning and documentation. The portfolio requires a heavier narrative piece than the life work option as the learning claimed is not paralleled by current Marist curricula. **All students who apply for Portfolio Review as part of the Prior Learning process must meet with a Prior Learning Advisor.**

#### APPLICATION PROCESS

After meeting with a Prior Learning advisor, you should submit the following items to the address listed on the Application for Portfolio Review:

- \_\_\_\_\_ Completed **Application for Portfolio Review**. On the application, students will be asked to name each area of learning they are including in the portfolio, along with the number of credits they are requesting (1-12 semester credits for each area of learning).
- \_\_\_\_\_ A Current **Resume** or CV
- \_\_\_\_\_ A 1-2 page **Autobiographical Statement** that addresses your life experiences in relation to the area of learning being petitioned and how that experience fits in to your life/career path.
- \_\_\_\_\_ A 10-25 page **Narrative Statement of Learning**. This statement should clearly introduce and demonstrate the learning that has taken place. Be sure to give concrete examples of how the learning occurred, in what context, and how that applied experience demonstrates theoretical foundations on an academic level. If more than one area of learning is identified, there should be a 10-25 page Narrative Statement of Learning for each area. Remember that you will be awarded credit based on the learning you can demonstrate, not for having completed the task.
- \_\_\_\_\_ **Documentation** which supports your application. This can include, but is not limited to letters of testimony or recommendation, samples of work, certificates, pay stubs, job evaluations, job descriptions, etc. If more than one area of learning is identified, there should be documentation for each area.

Your Application for Portfolio Review will be reviewed by a Marist faculty member in a related area of study. You will receive written notification of the results of your application in three to six weeks (depending on faculty availability). You will either 1) be awarded the credit requested for the area(s) of study, 2) be awarded a lesser amount of credit for the area(a) of study, or 3) receive no credit for the petition. A written evaluation will accompany the recommendation. Any credits awarded may only be used in the general elective field.

#### FEES

You will be charged an assessment fee of \$100.00 per credit for each area of study named in the Application for Portfolio Review. There will also be a fee of \$25.00 per credit posted. **Please do not send payment with your application.** You will be billed for these fees.

#### CONTACT:

Dr. Bobbi Kyle, Director of Integrative Studies  
845-575-3800  
Bobbi.Kyle@marist.edu