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 catalog. As Life Work is thus not an option, students who identify such areas of learning are encouraged to develop a portfolio that brings together a narrative demonstration of learning and significant related documentation. The portfolio requires a heavier narrative piece than the Life Work option as the learning claimed is not paralleled by a current Marist course. All students who apply for Portfolio Review as part of the Prior Learning process must meet with a Prior Learning Advisor.

Process for Application

Please 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, along with the number of credits being requested (1-4 semester credits for each area of learning.)

_____ Current Resume or CV

_____ 1-2 page Autobiographical Statement

_____ 10-15 page Narrative Statement of Experience. This statement should clearly introduce and demonstrate the learning that has taken place. Be sure to give specific 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 10-15 page Narrative Statement of Learning for each area. Remember that credit will be awarded based on the demonstration of learning and not simply upon the completion of tasks.

_____ Documentation to support your application. This may include, but is not limited to, letters of testimony or recommendation, samples of work, certificates, pay stubs, job evaluations, or job descriptions. If more than one area of learning is identified, there should be documentation for each area.

The Application for Portfolio Review will be reviewed by a Marist faculty member in a related area of study. Written notification of the results will be provided in three to six weeks (depending on faculty availability). Applications 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(s) 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

An assessment fee of $150.00 is charged for each credit reviewed and accepted. There will also be a fee of $50.00 per credit posted. Please do not send payment with application. A bill will be sent at the conclusion of the assessment.

Questions and concerns regarding the Application for Portfolio Review should be directed to:

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