



# Student Guide for Portfolio Development

## STEP 1:

### Complete the Credit for Prior Learning (CPL) Inquiry Form

<http://link.macomb.edu/ZuZE>



## STEP 2:

### Connect with the Credit for Prior Learning (CPL) Manager

- **Exploratory Discussion:** After you submit the CPL inquiry form, the CPL manager will reach out to you to set up a time to meet to assist in your exploration of Credit for Prior Learning options.
- **Align Experiences with Courses:** During the discussion, the CPL manager will help you identify which courses align to your experiences to determine the appropriate portfolio assessment pathway which may include an interview, test, presentation, hands-on demonstration or other method of assessing prior knowledge.

## STEP 3:

### Follow Requirements for Portfolio Assessment

- **Portfolio Submission:** Utilize the available portfolio template and review the portfolio tutorials. These resources will provide step-by-step guidance on compiling your portfolio. Ensure your portfolio includes all required components and focus on clearly linking your learning experiences and documentation to the course and degree outcomes. If an interview, presentation, or hands-on demonstration is determined as part of the portfolio assessment, the CPL manager will assist with ensuring availability and adherence to guidelines with your faculty assessor.

## STEP 4:

### Initial Meeting with Assigned Faculty Assessor

- **Connect with the Faculty Assessor:** After compiling a draft of your portfolio, schedule a meeting with the assigned faculty assessor. During this meeting, review your portfolio to ensure all requirements are included and meet the assessment criteria. This provides feedback and guidance before the final submission, helping clarify or address any questions or concerns before submission.

## STEP 5:

### Submit Evaluation Fee and Application for Assessment

- Pay the \$200 non-refundable evaluation fee to the Cashiers Office either in person or by calling 586.445.7999. The evaluation fee is \$200 per course for which the student is requesting college credit.
- Complete the Portfolio Credit for Prior Learning Application (<https://forms.office.com/r/ndqvcdM2Cr>).



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## GUIDELINES

- **Admission:** Must be an admitted student to Macomb Community College to earn credit for a course.
- **Credits Allotted:** There is no limit as to the number of credits earned under the credit for prior learning process. However, students must meet the 15 credit hour residency requirement to graduate with a degree or certificate from Macomb.
- **Program Selection:** The selected course(s) should be part of the student's declared degree and/or certificate program.
- **Portfolio Format:** Electronic format is preferred, but hard copies are also accepted.
- **Evaluation:** A rubric, or scoring guide, will be used to assess your work, following a clear set of criteria. Students will be granted one opportunity for re-evaluation at no additional charge within 30 days if no credit/needs improvement is awarded for the initial evaluation.
- **Credit Transfer Policies:** Students who wish to transfer any earned credit to another college or university should consult with the transferring institution to discuss if this credit will be accepted.
- **Grading and Credit:** No letter grade will be issued as the student will receive a directly equated Macomb Community College course listed on their official transcript to meet degree and/or certificate program requirements. This has no effect on the student's overall GPA.
- **Costs and Fees:** Students are responsible for all associated costs prior to an evaluation.
- **Professional Standards:** To maintain academic integrity, accreditation standards must be upheld, which means not all courses offered at Macomb Community College may be eligible for credit for prior learning.



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