



You could save time and tuition with one course.

FAQ: Kaplan University Academic Prior Learning Portfolio Course (EL 206)

Make your experience count for credits.

Q. What are the benefits for students?

Since 2009, 2,500+ students have completed this course. Most recently, they*:

- Saved an average of \$9,000 on tuition
- Earned 30 quarter credits
- Saved 2.5 terms on their degree

Q. What is the purpose of this course?

- Petition for undergraduate credits for learning you have acquired outside of a college classroom.
- Collect your previously earned credits (college transcripts, standardized exams, preevaluated learning, etc.).
- Organize any learning not yet credited.
- Assess what you already know, what you have college credit for, and what your goals are.
- Build a portfolio that catalogs experiential learning from your work, volunteering, travels, etc.

Q. Is this course right for me?

- If you have college-level learning outside of the classroom and you can describe and provide independent documentation of it, this course may be right for you.

Q. How does the process work?

If you are interested in EL 206: Academic Prior Learning Portfolio, you should speak to an Assessment Advisor prior to registering for the course. The role of the Assessment Advisor is to help you determine if the course is the right fit. This includes exploring the college-level learning from your work and life experiences and seeing how that learning could translate into your degree plan. The Assessment Advising Team can be reached toll free at 855.791.7106 or portfoliodevelopment@kaplan.edu.

- Once enrolled in the class, you have the opportunity to demonstrate your college-level knowledge to an instructor who will guide you through the process of documenting your mastery of one or more college courses.
- You will build a portfolio documenting your work and life experiences for review by experienced instructors qualified to judge portfolios and recommend credit. Grading is on a credit/no-credit basis, and appears as “EC” on transcripts. EL 206 is a Pass/Fail course; letter grades are not assigned. Passing this course will not affect your GPA, however, failing the course will.
- You will also earn 6 credits for EL 206 by passing the course.

Q. Will I have to do this on my own?

- No. Instructors and advisors with experience in prior learning assessment and writing provide feedback every step of the way.
- Our dedicated advisors are available to help answer your questions about the portfolio process and give you support.

Q. For which courses may I earn credit?

- Most undergraduate courses from regionally or nationally accredited institutions. You must be able to demonstrate that you have acquired the knowledge taught in each course.
- These courses do not have to be offered at Kaplan University, and EL 206 offers a search tool to help you research other institutions' courses.

Q. How long will the course take?

- One 10-week term, followed by a 30-day period in which to submit a portfolio for review. Results will arrive 4 to 6 weeks after you submit your portfolio.
- The Prior Learning Assessment Center at Kaplan University is responsible for transcribing recommended experiential credits to your degree plan. Please allow 10 business days from the date of issuance of the credit recommendation letter for the experiential credit to appear on your degree plan.

Q. How much does the course cost?

There are two financial components:

- The course tuition is charged at the standard rate (6 quarter credit hours). Because EL 206 counts as an “open elective” in your degree plan, tuition may be covered by financial aid for those who qualify.
- The risk-free course fee is \$1,500.00 and covers the evaluation of the portfolio you submit as part of the development/assessment process. You will pay \$750.00 in the beginning of the term and the remaining \$750.00 when you submit your portfolio for evaluation. The course fee, which is nonrefundable, may be covered by financial aid for those who qualify. This fee is included in the total cost of the program for students enrolled in Kaplan University Tuition Cap programs. Ask a Financial Aid Officer for details.

Q. How is the \$1,500.00 course fee risk-free?

- If your portfolio earns credits valued below the \$1,500.00 assessment fee, you will receive a tuition grant equal to the difference toward the next term of your degree (up to the entire \$1,500.00). Terms and conditions apply. See go.kaplanuniversity.edu/prior_learning/.

Q. Is submitting a portfolio for one course worth it?

- Yes. You could earn as many as 12 quarter credit hours: 6 for EL 206 and up to 6 for the course documented in the portfolio.
- By completing and passing EL 206, you’ll earn 6 quarter credit hours. This could save you money toward your Kaplan University degree.

Q. What if I choose not to submit a portfolio?

- If you complete the portfolio development course and choose not to submit your portfolio for official review, you will only pay the initial \$750.00, which is nonrefundable.

Q. Can I earn credits without submitting a portfolio?

- Yes. You’ll earn 6 quarter credit hours for completing EL 206 and you’ll have a portfolio of your learning experiences to share with present or future employers. However, that portfolio will not be reviewed by the University for college credit.

Portfolio Development Timeline

Week 1

Introduction to Building a Portfolio

Project: Create your educational goals statement.

Week 2

Expand Your Résumé

Project: Develop an expanded résumé.

Learning activities: Create your Portfolio Development and Assessment System (PDAS) account; begin entering your portfolio components into the PDAS.

Week 3

Write a Learning Autobiography

Project: Write your personal learning autobiography.

Learning activities: Explore college-level writing; continue entering your portfolio components into the PDAS.

Week 4

Match Learning With Course Offerings

Project: Course-matched learning

Learning activities: Review your degree plan, identify requirements you have left

to fulfill, and identify which requirements may be fulfilled through the portfolio process; search course explorer (PDAS) to find courses that match your learning; continue entering your portfolio components into the PDAS.

Courses submitted cannot duplicate those you’ve taken or earned credit for.

Week 5

Describe Your Learning

Project: Complete a peer review of the learning autobiography; write a case study.

Learning activities: Write learning statements to match outcomes of courses for which you are petitioning for credit; continue entering your portfolio components into the PDAS.

Week 6

Course Petitions

Project: Draft course petitions.

Learning activities: Continue entering your portfolio components into the PDAS.

Week 7

Supporting Documentation

Project: Develop request for the letter of verification; collect primary and secondary supporting documentation.

Learning activities: Write and send emails to request primary documentation; gather secondary documentation; continue entering your portfolio components into the PDAS.

Weeks 8–9

Revisit Your Course Petitions for Submission

Project: Revise course petitions based on instructor feedback; continue to gather supporting documentation; continue entering your portfolio components into the PDAS.

Week 10

Continue Working on Your Portfolio

Learning activities: Submit your portfolio at any time during your portfolio submission window (opens 1 week after the course ends and closes 30 calendar days thereafter).

For comprehensive consumer and gainful employment information, visit kaplan.edu/info.

*EL 206 is a 6 quarter credit hour course. In addition to tuition, students enrolled in EL 206 will pay a \$1,500.00 course fee. This nonrefundable fee will be collected as follows: 50% after add/drop week and 50% upon submission of a portfolio for evaluation. Students who withdraw from the course after add/drop week, withdraw from Kaplan University before completing the course, fail the course, or do not submit a portfolio after completion of the course will not be charged the remaining \$750.00.

†In 2016, incoming Kaplan University students who passed EL 206 and submitted a portfolio for evaluation earned an average of 30 quarter credit hours toward their Kaplan University undergraduate degrees. Based on these experiential learning credits, tuition savings for nonmilitary students were on average \$9,630. Savings may vary depending on the student’s individual prior learning experience. Tuition savings calculated as 30 quarter credit hours x standard tuition rate of \$371.00 = \$11,130.00 - \$1,500.00 course fee = \$9,630.00. Savings for students vary, are lower for employees of preselected corporations and postsecondary institutions with which Kaplan University has an educational relationship, and range from \$3,450.00 to \$5,400.00 for military students. Eligible college credits articulate into Kaplan University undergraduate degree plans. Past performance is no guarantee of future results. Kaplan University does not guarantee that students will earn any particular number of credits or achieve any particular savings. See University Catalog for Prior Learning Assessment policy.