You could save time and tuition with one course.
FAQ: Kaplan University Portfolio Development Course

Make your experience count for credits.

Q. What are the benefits for students?
More than 1,700 of our online students have completed the portfolio development course, EL 203.* On average, these students have benefited from the following:

- Up to $10,000 savings in tuition
- 27 quarter credits (5 courses earned)
- 2.5 terms saved on their degrees

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 203: Portfolio Development, you should speak to a Learning Advisor prior to registering for the course. The role of the Learning 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 Learning 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 203 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 5 credits for EL 203 by passing the course.

Q. Why do I need a course to build a portfolio?
- The instructor-lead course offers a supportive and interactive environment to help prepare you to submit a portfolio for review. The course was designed to assist you in the development of your experiential learning portfolio; your instructor will provide feedback on each component to help guide the process and maximize your chances for success.

ENROLL IN EL 203 TODAY.
Contact a Learning Advisor at 855.791.7106 (Toll Free) or email portfoliodevelopment@kaplan.edu to find out more.
Q. Will I have to do this on my own?
Yes. 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 203 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 (5 quarter credit hours). Because EL 203 counts as an “open elective” in your degree plan, tuition may be covered by financial aid for those who qualify.
The 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. Ask a Financial Aid Officer for details.

Q. Is submitting a portfolio for one course worth it?
Yes. You could earn as many as 11 quarter credit hours: 5 for Portfolio Development and up to 6 for the course documented in the portfolio.
By completing and passing EL 203, you’ll earn 5 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 5 quarter credit hours for completing EL 203 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
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: 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).