

# BELHAVEN UNIVERSITY

## PLA SUBMISSION FORM

Students must successfully complete EDU290 prior to requesting portfolio credit. To receive portfolio credit all assignments must be completed and submitted prior to the end of the course. Student must have completed the EDU290 course prior to the beginning of the last course required for degree completion.

**Student's Name:** \_\_\_\_\_ **Belhaven ID** \_\_\_\_\_

**Campus:**     \_\_\_ Jackson     \_\_\_ Memphis     \_\_\_ Orlando     \_\_\_ Houston

**Portfolio Type:**   \_\_\_ Portfolio I   \_\_\_ Portfolio II

**Number of Credits Requested:** \_\_\_\_\_

**Discipline(s):**   \_\_\_ Business   \_\_\_ Social Services   \_\_\_ Other: \_\_\_\_\_

### Student's Agreement:

I certify that the information and documentation contained in this portfolio are an accurate representation of my work. I understand that I will be notified of the number of credits awarded. I also understand it is my responsibility to contact Student Financial Planning to submit payment for the assessment fee, which is due prior to the submission of the portfolio to Student Services and my responsibility to submit payment at the time charges for credit are posted to my account or face possible forfeiture of potential credit for the portfolio, and the credit hours will not be posted to my academic record until payment of all portfolio charges have been made to Student Financial Planning.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **SUBMISSION PROCEDURES**

- Student must have successfully completed EDU290 prior to submitting PLA Submittal Form
  - Students have up to 6 months following completion of the EDU290 course to complete the PLA process (credit should be posted within the 6 months)
- Student completes request for PLA credit and submits form to Student Services
- Student Services confirms student successfully completed EDU290
- Student's DOSS notifies SFP to charge student \$175 portfolio assessment fee
- Student must pay assessment fee prior to evaluation and provides receipt of payment to SS
- If EDU290 completed and fee paid, Student Services accepts portfolio from student and sends portfolio to Dean for the School of Business, Dr. Mason
- Dean submits portfolio to evaluating instructor
- Evaluating instructor reviews portfolio and determines maximum number of credit hours available to student for portfolio (evaluation to be completed within two weeks of receipt from Dean)
- Evaluating instructor returns portfolio to Dean along with recommendation for maximum number of credit hours for portfolio
- Dean's office notifies campus DOSS via email of maximum number of credit hours available for portfolio
- Dean's office notifies payroll to issue a check to the evaluating instructor for the assessment
- Student's DOSS notifies SFP to charge student's account \$75 for correct number of credit hours
- Student's DOSS notifies student that portfolio has been evaluated and advises student to submit payment to SFP
- Student submits payment to SFP online
- SFP notifies via email to Student Services that payment has been made for portfolio credit
- Student Services notifies registrar's office to post portfolio credit and advises the number of credit hours to post