PORTFOLIO FREQUENTLY ASKED QUESTIONS

It is our hope that the following FAQ’s will assist you as you work through the portfolio process.

1. **How many hours can I earn through portfolio?**

   Answer: A maximum of 30 hours may be earned through portfolio.

2. **How do I know when my portfolio is received?**

   Answer: You will be sent an email confirmation upon receipt of your portfolio.

3. **How long does the portfolio process take?**

   Answer: Please allow 4 weeks from the date we receive your portfolio until the hours awarded can be placed onto your transcript.

4. **Can I receive general education credit (i.e. math, speech, humanities, Bible, history, literature, etc.) or Major credit (Business, Education, Management, etc.) through portfolio?**

   Answer: Yes, there is a slightly different process for this option. Contact the PLA Coordinator for more information.

5. **What if I receive more credits than I actually need to fulfill my elective requirement?**

   Answer: If you receive more credits than you need, only the block of credit that you need will be applied to your degree audit.

6. **How do I know how many hours of electives I need?**

   Answer: Please review your degree audit online or contact your academic advisor for assistance.

7. **I’ve had several emergency situations that made it impossible to submit my portfolio until now. I know it’s outside the time frame required in order that I may graduate. Can you please make an exception to the policy?**

   Answer: While every effort is made to have each portfolio evaluated as soon as possible, portfolio submissions increase in order to meet graduation requirements for May, August and December. Please refer to the Portfolio Handbook for submission deadline information. Portfolios are evaluated in the order in which they are received and deadlines cannot be
8. I need 9 hours to graduate. I only received 8 through portfolio. What can I do?

Answer: Portfolio submission deadlines are in place in order to assist the student with meeting graduation requirements. Once a portfolio is submitted and an evaluation returned, an Addendum to the portfolio is required to reprocess it for evaluation. The $125.00 Addendum processing fee applies. You may also contact the Prior Learning Assessment Coordinator who can help you with other credit options.

9. Where can I get the forms I need to complete the portfolio process?

Answer: The forms and examples are available online at www.letu.edu/portfolio.

10. How do I pay for assessment of my portfolio?

Answer: Credit and debit card payments may be made online at www.letu.edu/studentpayments or by calling Student Accounts.

11. What if I received partial credit awarded and forfeited the remaining credits but decide later in my program that I needed the credits I forfeited?

Answer: You may submit your original portfolio to the Prior Learning Assessment Coordinator. Please contact the coordinator if you encounter this situation. Please refer to the Portfolio Handbook for additional information regarding this type of submission.

12. What if I have an expired license or certification? Can it still be used?

Answer: Yes, if the license or certification was received post high school. If the license or certification is pre-assessed a copy of the license or certification is the only piece of documentation needed. Learning Outcome Statements are separate from documentation and must be included with any license or certification. If not pre-assessed please provide third party documentation as to what it took to receive the license or certification.

13. Can you tell me how the portfolio process works?

Answer:
(1) Portfolios are routinely received each day. Each portfolio is reviewed for proper documentation, forms, and Learning Outcome Statements. Upon review the student is emailed, and the Portfolio is forwarded to a faculty evaluator.
(2) Upon return of the evaluated portfolio, a Registrar’s Report is prepared reflecting the number of hours awarded, and hours needed are transcribed as transfer credit to
the student’s degree audit. This report is emailed to the student’s LETU email account with official notification that credit has been awarded.

The entire process may take 4 to 6 weeks.

14. I have teacher’s aide experience at my local ISD. Could I use this as portfolio credit?

Answer: Students who have served as a classroom teacher’s aide working with a licensed teacher do have the opportunity to earn elective credit through the portfolio process. These hours can also count for those TEACH students who are petitioning for six hours of credit to substitute for student teaching to fulfill the degree requirement. If a student chooses to submit a portfolio for credit to substitute for the student teaching degree requirement, the student must complete an internship or student teaching experience post-degree, to fulfill the State of Texas certification requirement. Classroom teacher’s aide positions qualify if they are at a school approved by the state board of education. Students must work under a licensed teacher. A signed letter of completion on school letterhead from the student’s principal or human resources department with a brief description of aide duties and responsibilities as well as the total number of clock hours completed is required. A learning outcome statement is still needed as well as meeting standard portfolio requirements. Thirty clock hours of aide experience equals 1 credit hour. Students may earn elective credit as required by their degree plan up to 20 credit hours for the aide experience.