

**Prior Learning Transcript Statement (PLTS)**

Note: Please read the instructions on page 3 before completing this form.

# Below Fields to Be Completed by Students

## **Basic Info**

**Student ID #:** Click here to enter text.

**Student Name:** Click here to enter text.

**Area of Concentration:** Click here to enter text.

**Today’s Date:** Click here to enter a date.

**Semester and Year Portfolio Submitted:** Click here to enter text.

**Semester and Year ENROLLED in UWW 296Y:** Click here to enter text.

## Credit Range

1-15 credits (signed by writing instructor)

16-18 credits (signed by writing instructor and ART Rep)

19-21 credits (signed by writing instructor and ART Rep)

22-24 credits (signed by writing instructor and ART Rep)

25-28 credits (signed by writing instructor and ART Rep)

29-30 credits (signed by writing instructor and ART Rep)

## Areas of Learning

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

4. Click here to enter text.

5. Click here to enter text.

6. Click here to enter text.

## Description of Experiences Addressed in Portfolio

| **Years** | **Organization** | **City and State** | **Positions Held** |
| --- | --- | --- | --- |
| Example: 2001-2008 | Example: Acme Widget Corp. | Example: Boston, MA | Example: Widget Designer |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

# Below Fields to Be Completed by Faculty

**Total Number of Credits Awarded:** Click here to enter text.

**Number of AOC Credits:** Click here to enter text.

**Number of Elective Credits:** Click here to enter text.

The undersigned approved this prior learning portfolio and the total number of credits awarded:

| **Signature** | **Printed Name** | **Dept./Affiliation** |
| --- | --- | --- |
| UWW 370 Instructor:  X Click here to enter text. | X Click here to enter text. | University Without Walls |
| UWW ART Team Representative:  X Click here to enter text. | X Click here to enter text. | University Without Walls |
| Subject Area Evaluator:  X Click here to enter text. | X Click here to enter text. | X Click here to enter text. |

# Student Instructions

## Areas of Learning

List the topics for which you are seeking credit. The starting point should be the topics identified on the portfolio page of the degree plan. If you find these projected topics don’t appropriately represent the portfolio as written, then revise them accordingly in consultation with your UWW 370 professor. List no more than three to six topics in this section; more is not necessarily better.

## Description of Experiences Addressed in Portfolio

* Keep the list of experiences as short as possible, identifying only those specific experiences that you have addressed in depth—not just mentioned—in your prior learning portfolio.
* If an experience is ongoing, use a range of years ending with the current numerical year, not with the word “present.”
* If you have held multiple positions in an organization, list the years you have held your highest-level title in parentheses after that title in the “Positions Held” field.
* Though the standard format works for most work experiences discussed in the prior learning portfolio, occasionally personal experiences (when approved by the UWW 370 professor) are addressed in depth in a portfolio if directly related to the field of study. For personal experiences, leave the “Organization” and “City and State” fields blank, and use the phrase “Self-directed study and experience in [blank]” in the “Positions Held” field.