

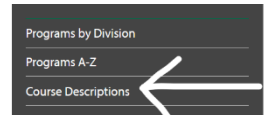
This is a guide to assist you through the process of creating and submitting a portfolio for credit.

Meet With Your Student Success Counselor/Advisor

1. Meet with your Student Success Counselor/Advisor to discuss if credit-by-portfolio is a good option for you, especially if you are planning to transfer to another institution after Delta. (*Highly recommended*)

Course Outcomes and Objectives

2. Read the Course Outcomes and Objectives before beginning your portfolio. Find these by going to <http://catalog.delta.edu>, then clicking on Course Descriptions. Think about how you can show that you have met these outcomes and objectives based on your experiences.
3. *Recommended:* Contact the Program Coordinator to decide if this is a good plan for you. This conversation is not a guarantee of approval or denial but rather one of best intentions and content needed to provide in a portfolio. *The Program Coordinator has full discretion on what to submit for portfolio documentation to see that you have met the outcomes and objectives of the course.*



Documentation

4. The following documentation may help you build your portfolio:
 - a. Current **resume**
 - b. Current and/ or previous **job description(s)** as applicable to this portfolio.
 - c. Current and/or previous **performance evaluation(s)** as applicable to this portfolio.
 - d. **Letter from your supervisor** containing the type of work you do.
 - e. **Three letters of recommendation** from your supervisors or other appropriate individuals who have worked with you. These letters must be type-written on company letterhead.
 - f. A **type-written manuscript** detailing how your work experiences directly relate to the Outcomes and Objectives of the course(s) you are requesting credit by portfolio. Your experience should directly relate to a minimum of eighty percent of the Course Outcomes and Objectives.
 - g. Supporting documentation:
 - i. Certifications, licenses, awards you earned/received
 - ii. Transcripts, course descriptions from other colleges you attended
 - iii. Videos or photos illustrating your work
 - iv. Blueprints of work you created
 - v. Any other materials that you deem appropriate to illustrate your skills and competency as related to the Course Outcomes and Objectives.

Credit by Portfolio Application

5. **Complete the Credit By Portfolio Application.**
6. **Pay** the non-refundable \$60 per credit hour attempted fee with your portfolio application and supporting documentation. The fee must be paid before the portfolio can be sent to the Program Coordinator for review and evaluation. You can pay the Delta College Cashier's office in person at the cashier window (B-111) or make payment over the phone at (989) 686-9394.
7. **Submit your portfolio to your Program's Coordinator.** Your Student Success Counselor/Advisor can help you find contact information for your Program Coordinator.
8. **After that, the portfolio will be sent to the Associate Dean for approval, then to Counseling/Advising for collection of documents, then (if approved) the Registrar's office will add the credit(s) to your transcript.**

Other important information

9. You must complete a minimum of twenty-four (24) credits by instruction at Delta in order to be eligible to earn a Delta College Associates degree.
10. If a test out option is available, a portfolio will not be accepted for that course. You must take Credit by Exam.
11. If you have questions, please contact Counseling/Advising at advise@delta.edu or (989) 686-9330.