

CPL: SECTION 11-COLLEGE CREDIT FOR WORK/LIFE EXPERIENCE (PORTFOLIO CREDIT OR PLACE)

Credit for Prior Learning Webinar | First Friday of Every Month¹, 12:00 p.m. - 1:00 p.m. | Click here (https://vccs.zoom.us/meeting/register/tZ0qde2srj8vH9UCnc_y9hgBuARHW4eoXJkU/) to register.

¹ Except for January 2, 2026

About Credit for Work/Life Experience

NOVA recognizes work/life experience for college credits through a portfolio development process in Canvas. This portfolio must demonstrate how the competencies you gained through work and life experience align with the objectives and student learning outcomes of your chosen course, as outlined in NOVA's Official Course Content Summaries (<https://www.nvcc.edu/courses/>). You must also provide supporting documentation to validate your claims of prior learning.

To Get Started

Email the following information to cpl@nvcc.edu and request an eligibility check for portfolio development:

- NOVA student ID number
- Program of study (major)
- Resume detailing your work experience, education, and any professional certifications

Next Steps

1. Build your portfolio upon receiving approval;
2. Request an evaluation of your completed portfolio;
3. Pay the portfolio review fee (\$175 per portfolio).

If approved, portfolio credit will be awarded on your transcript with a grade of 'P'.

Transferability.

Portfolio credit is not typically transferable to another institution. However, if you are enrolled in George Mason University's Bachelor of Individualized Study (BIS) program (<https://bis.gmu.edu/about/>), where students can design their own program of study (<https://bis.gmu.edu/bis-degrees/bis-concentration-pathways/>) that aligns with their interests and career goals, George Mason University will accept up to 15 portfolio credits awarded by NOVA.

For more information about the BIS program, attend an information session (<https://bis.gmu.edu/events/15855/>), email bis@gmu.edu, or visit the program's website (<https://bis.gmu.edu/about/>).

Frequently Asked Questions

1. **How many portfolio credits may I receive?**
 - You may receive up to fifteen (15) portfolio credits.
2. **Do portfolio credits meet the 25% residency requirements at NOVA?**
 - No, they do not.
3. **Where do I learn how to develop a portfolio?**
 - We offer a free Canvas site where you can learn portfolio development skills at your own pace. Email cpl@nvcc.edu (<https://catalog.nvcc.edu/cpl-manual/college-credit-worklife-experience-portfolio-credit-place/cpl@nvcc.edu>) to request access to this site.
4. **Does submitting a portfolio and making a payment to get it evaluated guarantee that I will receive credit?**
 - No. Whether your portfolio is accepted for credit depends on the alignment of your work/life experience with NOVA courses and your ability to articulate that alignment and present supporting documentation in your portfolio.
5. **Will I get a refund if my portfolio is not approved for credit?**
 - No, you will not.
6. **What does the faculty evaluator look for when assessing my portfolio?**
 - Faculty evaluators compare your prior learning with the learning outcomes outlined in your chosen course content summary to find the alignment of competency and knowledge in both sources. You must clearly demonstrate this alignment through your narratives of competencies and supporting documentation to receive credit for your portfolio.
7. **How long does a portfolio evaluation take?**
 - Faculty evaluators have thirty (30) days to complete a portfolio evaluation.
8. **Can I appeal a denial decision?**
 - Yes. You can file an appeal with the CPL Coordinator within ten (10) business days upon receipt of your evaluation.