A Prior Learning Portfolio is a written, documented description of college equivalent learning acquired from actual or practical experience.

Prior learning (or experiential learning) includes learning acquired from:

- Work and life experiences
- Community and volunteer extension courses
- Civic, community, and volunteer work
- Participation in informal courses and in-service training sponsored by associates, businesses, government, and industry

The student’s learning must be comparable to what students learn from taking a course at an accredited college or university.

There are three steps for preparing to write a portfolio:

1. Be admitted to the BAIS Program.
2. Schedule an appointment for advising with a BAIS Advisor, and obtain preliminary instructions from a BAIS Advisor.
3. Attend an on-campus Portfolio Development Session I and Session II workshop.

To find out more information about the Prior Learning Portfolio and Portfolio Development Workshops, please contact us via phone at 773-442-6030 or via e-mail at NDP@neiu.edu.