



COLLEGE *of* SAINT ELIZABETH

PELA FLOW SHEET

1. Student obtains *PELA Portfolio Guide and Registration Form*.
2. Student meets with the Academic Advisor, Program Chair and/or Course Study Coordinator.
3. Application Process Begins.
 - a. Student submits Portfolio form to the Course of Study Coordinator/Program Chair for processing.
4. Approved *PELA Registration Form* is sent to the Student.
5. Student submits payment to the CSE Bursar Office.
 - a. Student has 60 calendar days from the date of the Area Chair's approval and payment of fee to the Bursar's Office to complete the portfolio.
6. Student Assembles Portfolio Adhering to Specific Components Required
 - a. Student may seek guidance from the Program Chair, Course of Study Coordinator and/or Faculty Evaluator when completing the portfolio.
7. Student Submits Portfolio to her/his Faculty Evaluator as directed.
8. Faculty Evaluates Portfolio
 - a. The Faculty Evaluator may request additional information from the student, who has 30 calendar days to comply with this request.
9. Faculty Evaluator Concludes Assessment.
 - a. A "Pass" or "Fail" grade is assigned and the *PELA Registration Form* sent to the Area Chair, who signs and dates it and forwards the form to the Registrar for the posting of the grade.
10. Student May Obtain Final Grade from the Faculty Evaluator.
11. Portfolio Is Kept on File.
 - a. Portfolios are on file in the Program office.