

The Student Academic Portfolio

A Student's Guide to the Student Academic Portfolio



*"What is a **Student Academic Portfolio**? Why is it important?"*

The **Student Academic Portfolio** is:

- A student's personal academic record.
- A demonstration of a student's academic accomplishments.
- A student's academic projects, tests, papers, class notes, and other documents pertinent to the course.
- A way to show the good academic work a student has completed.

But most important,

A Student Academic Portfolio is a way to ask a college to grant college credit to you for the work you have done in another setting!

Nazarene Bible College (NBC) has a way by which you may receive college credit toward an NBC degree by submitting your **Student Academic Portfolio**, enrolling in and completing successfully at least one 3-semester-hour course on campus or online, and paying an evaluation and credit posting fee to the college. NBC will evaluate your **Portfolio** by set criteria and will grant college credit for courses which meet that criteria.



"O.K. But what do you mean when you say 'Work I have done in another setting?'"

If you have taken courses in the military, or as part of your job, or at an unaccredited college, or through a **District Training Center (DTC)** in the **Alliance for Ministry Education**, it is possible for you to ask to receive college credit based on the information and documents contained in your **Student Academic Portfolio**.



*"Could you be more specific? What does a **Student Academic Portfolio** look like? Please describe it for me."*

A **Student Academic Portfolio** is a compilation of all course materials (i.e., tests, papers, projects, class notes, etc.) that is both well-organized and attractive. It should be "packaged" so that the person to whom you submit the **Portfolio** can handle it with ease. This will help to convince the evaluator that the contents are valuable and worth attention.

The materials in your **Portfolio** are to demonstrate that your class work was college level quality and that the content and extent of your learning was enough to be acceptable as college credit. The **Portfolio** can contain materials for one or more courses, and these materials should be organized in separate files according to course. The **Portfolio** files and items should then be arranged so as to help persuade college officials that your work deserves to be granted college credit.



*"Whose responsibility is it to make and keep this **Portfolio**? If it is my job, will I get any help?"*

Keeping your **Student Academic Portfolio** is your responsibility, and, yes, you will receive all the help you ask for. Your teachers and the DTC Director will advise you as you build your **Portfolio**.



"What do I need to get started? When do I start? Just exactly what do I do?"

To get started building your **Student Academic Portfolio** is easy. You build your **Portfolio** as you take courses in your **DTC**. To start your **Portfolio**, you will need a number of file folders.

The first folder should be labeled "SUPPORTING MATERIALS." In this folder, place the following materials as they are available:

- A copy of the **DTC** catalog.
- A copy of your transcript or course record from the **DTC** showing the grades you earned.
- Any brochures, newsletters, and information circulars for the **DTC**.
- Any letters or certificates telling about your achievements, awards, and honors from your time at the **DTC**.
- Any other material which would show that the academic work you did and the learning you gained is worthy of college credit.

The other folders should be labeled with the name of each course you take in your **DTC**--one folder for each course. In *each course folder*, you should place the following materials:

- A copy of the course syllabus, your class notes, any handouts distributed to the class by the teacher or other students.
- All examinations (mid-terms, finals, other tests and quizzes); these should be the original, graded paper(s).

- Any research papers, projects, reports, journals you produced for the course; these should be the original, graded paper(s).
- An official report of your class attendance and final grade.
- Additional course information. *(This information is typically included in the course syllabus, but if not, then you may add to the course folder extra pages that contain the information below.)*
 - Some statement of the qualifications of the instructor
 - The course title and description
 - A list of textbooks and other curricular material used (both required and supplemental) in appropriate bibliographical form
 - The course purpose and objectives
 - The course requirements and some idea of the instructor's criteria for assigning grades
 - Some indication of the number of times the class met and the length of each meeting



"Now that my Student Academic Portfolio is started, how do I finish it?"

You finish the **Portfolio** by gathering all the information needed and putting it into a package that will be easy to carry, to mail, or to be handled by persons who will evaluate it. You may wish to put all the file folders into one larger folder or box or perhaps in a large three-ring binder. Organize your folders by placing the one with the supporting materials first, then the course folders can be arranged chronologically by course date. Also, you may wish to include a contents page listing each folder in your portfolio.

Remember that the purpose of the **Student Academic Portfolio** is to persuade a college official to grant college credit to you for the work you did and the learning you gained. The clearer and more complete you make your **Portfolio**, the more likely it is that you will receive the credit.



"How do I use the Student Academic Portfolio to gain college credit from NBC?"

After you have finished the **Portfolio**, there are specific requirements that must be met in order to submit your **Portfolio** to NBC.

- **You must become an NBC student.** To get started, complete an Admission Application Form. A form may be obtained from the NBC Admissions Office or you may complete the form on the NBC Web page (www.nbc.edu).
- **Enroll for at least one 3-semester-hour course** either in the NBC campus program at Colorado Springs or through **NBC Online**. NBC may offer intensive, one-week courses on campus during the year which, also, would serve this purpose.
- **Successfully complete one 3-semester- hour course** with a “C” grade or higher. Then mail or deliver your **Student Academic Portfolio** to the **Alliance for Ministry Education** Office at NBC with a cover letter asking that it be evaluated for the granting of college credit. Also, include payment of the evaluation fee for each credit hour you expect to receive. Contact the **Alliance** Office for current fees.



*"What will happen then? When will I receive the credit from my **Student Academic Portfolio**?"*

Your **Portfolio** will be evaluated by an NBC professor, and you will be advised of the result of that evaluation. Any accepted college credit will be placed on an official NBC transcript with a notation that the credit was granted by portfolio evaluation. All credit granted through this process will be honored toward a degree at NBC.

For more information on the portfolio program and current fees, please contact the **Alliance for Ministry Education Office** at Nazarene Bible College, (800) 873-3873, ext. 5015, or CAGraves@nbc.edu.