



The *Student Academic Portfolio* program at Nazarene Bible College is a way by which a student may be granted college credit for learning completed at an Alliance District Training Center. This guide defines the *Student Academic Portfolio* requirements and explains the process for submitting a *Portfolio* for academic credit.

- The *Student Academic Portfolio* is a well-organized compilation of course material demonstrating a student's academic work and extent of learning was college-level.
- The purpose of the *Student Academic Portfolio* is to persuade college officials to grant college credit for the work students complete and the learning they obtained.
- Students who enroll in and successfully complete at least one 3-semester hour course at Nazarene Bible College are eligible to submit a *Portfolio* for evaluation.

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### **Getting Started:**

1. At the beginning of each class, create folder on your computer to house your *Portfolio* documents and build the *Portfolio* as you go
2. Create subfolders for the following sections:
  - a. Final Grade
  - b. Course Syllabus
  - c. Assignments
    - i. Includes research papers, reports, projects (appropriately titled and dated) produced by the student
    - ii. Include original and graded copies
  - d. Exams/Tests/Quizzes
    - i. Include original and graded copies where possible
  - e. Class Notes
    - i. A student's class notes and any handouts received in class

### **Portfolio Submission:**

1. Become an Nazarene Bible College Student
  - a. To get started, complete an Admission Application Form at <https://secure.nbc.edu/application/login/>
2. Enroll in and successful complete (with a grade of "C" or higher) at least one 3-semester hour course
3. After successfully completing the course, submit your *Student Academic Portfolio* via email to The Alliance for Ministry Education at [AACrittleton@NBC.edu](mailto:AACrittleton@NBC.edu)
  - a. Subject: "STUDENT ACADEMIC PORTFOLIO – [LAST NAME, FIRST NAME]"
  - b. Body: Please include language communicating your request that your portfolio be evaluated for the granting of college credit
4. Mail payment of the \$40 Evaluation fee for each *Portfolio* submitted to:
  - a. Ms. Aryana Crittleton  
Alliance for Ministry Education Office  
Nazarene Bible College  
17001 Prairie Star Pkwy  
Lenexa, KS 66220
5. Upon completion of your *Portfolio's* evaluation, you will be notified of the approval decision.
6. If accepted for college credit, please send the \$20 posting fee, and credit will be placed on an official NBC transcript with a notation that credit was granted by "portfolio evaluation". All credit granted through this process will be honored toward a degree at NBC.

\*Remember, the more comprehensive your Portfolio, the more likely it is you will be approved to receive the credit.