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.

Getting Started:

1. At the beginning of each class, create a 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. Include research papers, reports, projects (appropriately titled and dated) produced by the student
      ii. Include original and graded copies
   d. Exams/Tests/Quizzes - Include original and graded copies where possible
   e. Class Notes - A student's class notes and any handouts received in class

Portfolio Submission:
1. Become a Nazarene Bible College Student - To get started, complete an Admission Application From 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, contact the Alliance for Ministry Education at GGKyara@nbc.edu:
   a. Subject line: "STUDENT ACADEMIC PORTFOLIO – [LAST NAME, FIRST NAME]"
   b. Please include language communicating your request that your portfolio be evaluated for the granting of college credit
   c. List in the email the course number and title of each course to be reviewed
   d. NBC will send the student a link for a digital folder into which the student will upload digital copies of the course's materials
   e. A member of the college's faculty, qualified to evaluate the materials submitted, will review the documents provided by the student
4. Mail payment of the $40 Evaluation fee for each *Portfolio* submitted to:
   Mrs. Glory Kyara
   Alliance for Ministry Education Office
   Nazarene Bible College
   2020 N Academy Blvd #316
   Colorado Springs, CO 80909
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