



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 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://nbc.edu/application/login/>
 - b. Enroll in and successfully complete (with a grade of "C" or higher) at least one 3-semester hour course
2. After successfully completing the course, submit your *Student Academic Portfolio* via email to The Alliance for Ministry Education at alliance@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
3. 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
4. Upon completion of your *Portfolio's* evaluation, you will be notified of the approval decision.
5. 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.