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 From at https://nbc.edu/application/login/
   b. Enroll in successful 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.