

# PORTFOLIO DEVELOPMENT GUIDELINES



## I. INTRODUCTION

One option Bellarmine students have for earning college credit outside the usual classroom instruction model is a process called “portfolio development”. The word “portfolio” describes a “collection of evidence” used to support a petition for academic credit.

Students seeking college credit by means of portfolio development should have had life and/or work experience that resulted in college-level learning, which can be measured, evaluated objectively, and compared to learning achieved in a Bellarmine credit course or courses.

A preliminary step in ascertaining whether to attempt portfolio development at Bellarmine would be to read thoroughly the course descriptions printed in the current Course Catalog. If you relate your learning gained through experience to the content specified in one or more for the course descriptions, then you have reason to pursue further the possibility of earning college credit through the portfolio development process.

## II. EXPLORING THE POSSIBILITY

An enrolled Bellarmine student may petition the Department Chair to have a portfolio assessment in any course offered for credit. Contact the appropriate school on campus to secure a copy of the course syllabus for specific course(s) you plan to earn credit via portfolio.

## III. CRITERIA

The criteria that Bellarmine University uses to award college credit for prior learning portfolio development are:

1. Learning needs to be differentiated from the experiences. Credit is awarded for knowledge acquired during life or work experience and not for the experience itself.
2. Learning should be college-level. To demonstrate that learning is college-level, one or more of the following measures may be used:
  - a. *Relate your learning to specific course or courses taught at Bellarmine;*
  - b. *Compare your learning with professionals who have completed college-level;*
  - c. *Relate your learning to a personal goal that requires college-level learning;*
  - d. *Identify learning as beyond high school level and as expected for professional-level.*
3. Learning should be current, especially in those instances in which a student may be applying for graduate credit.
4. Learning must be demonstrated to and evaluated by a full-time Bellarmine faculty member in the specific department or program offering the course or courses presented for assessment.
5. Learning should demonstrate an understanding of both the theoretical and practical aspects of the knowledge possessed.
6. Learning should demonstrate general applicability outside the specific situation in which it was acquired.
7. Learning should be related to the student’s goals and proposed degree program.

## IV. CONTENT OF PORTFOLIO

1. A resume in outline form which focuses on life and/or work experiences that resulted in college-level learning. Educational experiences that occurred after high school graduation should be included.
2. A list of courses, by department for credit is requested. Give the course number, title and amount of credit.
3. A narrative description of the student's learning. The narrative gives evidence that the student's learning is of college-level quality. It also demonstrates that the knowledge gained is equivalent to the content of specific Bellarmine University courses for which credit has been requested. This is the most important section of the portfolio.
4. A copy of the student's current academic transcript including all transfer credit and credit earned by examination.
5. Documentation which verifies that the student had the experiences listed in the portfolio. Certificates, job performance reports from supervisors, job descriptions, and the like should be submitted. Letters of recommendation alone are not acceptable forms of evidence.

## V. PORTFOLIO FORMAT

All materials submitted must be typed. The portfolio should be presented for assessment in a three-ring binder or electronic version approved by the faculty evaluator and Registrar's Office. The student is advised to make an original and one copy of the portfolio. The original will go to the faculty evaluator. The second copy should be retained for the student's records.

## VI. RECORDING CREDIT

Credit awarded for portfolio will be recorded as "Pass". No letter grades will be given. While fully acceptable at Bellarmine, transferability of credits earned through portfolio is subject to the policies of the individual institution to which a transfer may be affected.

## VII. CONTENT OF PORTFOLIO

1. Fill out the "***Application for Portfolio Assessment***" form and return it to the Registrar's Office. Student Accounts will be notified to apply a \$70 assessment fee per course.
2. Upon completion of the portfolio, forward the "***Petition for Academic Credit for Portfolio Assessment***" form along with the portfolio to the faculty member who will be evaluating your portfolio.
3. A period of 15-30 days should be allowed for review of the portfolio.
4. If the portfolio is judged to be acceptable for credit, it will be added to your transcript and you will be billed at a fee equal to one credit hour of tuition for each course equivalent.
5. If a student has reason to appeal a decision made by the portfolio evaluator, he/she may petition the Dean of the appropriate school for a hearing.
6. Contact the Registrar's Office with any questions you may have at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu).

# APPLICATION FOR PORTFOLIO ASSESSMENT



Student Name: \_\_\_\_\_ BU ID: \_\_\_\_\_

Occupation: \_\_\_\_\_ How Long?: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Degree Objective: \_\_\_\_\_ Major Emphasis: \_\_\_\_\_

Total Number of Bellarmine University Credits Awarded to Date: \_\_\_\_\_

Total Number of College Credits Transferred by Bellarmine: \_\_\_\_\_

Total number of Bellarmine University credits you expect to earn through Portfolio Assessment: \_\_\_\_\_

Briefly describe the nature of your learning experiences for which you seek Bellarmine University credit through Portfolio Assessment:

Portfolio Assessment at Bellarmine is course-based. List the course number, title, and number of credits for each course you plan to complete by way of Portfolio Assessment. Up to twelve undergraduate credits and six graduate credits may be gained in this category:

Course Number <small>(see the department's course listing in catalog, e.g. CHEM 103)</small>	Course Title	Credits

A nonrefundable Portfolio Application Assessment fee of \$70 per course is applied to your account upon submission of this application. A fee equal to one credit hour of tuition is charged for each course equivalent after a portfolio has been evaluated.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed application to:**

Bellarmino University Office of the Registrar  
Centro, Horrigan Hall 205

[registrar@bellarmine.edu](mailto:registrar@bellarmine.edu)

Fax: 502.272.8133

# PETITION FOR ACADEMIC CREDIT FOR PORTFOLIO ASSESSMENT



Student Name: \_\_\_\_\_ BU ID: \_\_\_\_\_

Academic Dept., Course #, and Title: \_\_\_\_\_

Semester Hours Requested: \_\_\_\_\_ Pages in Portfolio: \_\_\_\_\_

Degree Objective: \_\_\_\_\_ Major Emphasis: \_\_\_\_\_

Briefly describe (1) the nature of your learning experience and (2) your learning outcomes:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**University Use Below this Line**

No. of Credits Awarded: \_\_\_\_\_ Level (check one):  Undergraduate  Graduate

Academic Dept., Course #, and Title: \_\_\_\_\_

Evaluation Scale	Not Adequate					Superior
	1	2	3	4	5	
Discussion of Concrete Experience	1	2	3	4	5	
Analysis (Observation/Reflection)	1	2	3	4	5	
Conceptual Learning	1	2	3	4	5	
Application of Learning	1	2	3	4	5	
Documentation	1	2	3	4	5	

Comments/rationale for awarding/refusing credit (required in all cases):

College Evaluator Name: \_\_\_\_\_

College Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Evaluator must return petition and portfolio to:**

Bellarmino University Office of the Registrar  
Centro, Horrigan Hall 205

[registrar@bellarmine.edu](mailto:registrar@bellarmine.edu)

Fax: 502.272.8133