

BELLARMINE UNIVERSITY
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. The local telephone numbers are as follows: Bellarmine College, 502.272.8188; W. Fielding Rubel School of Business, 502.272.8240; Donna and Allan Lansing School of Nursing & Health Sciences, 502.272.8215; Annsley Frazier Thornton School of Education, 502.272.8191; School of Continuing and Professional Studies, 502.272.8166; School of Communication, 502.272.7173; School of Environmental Studies, 502.272.7628. Those living outside the Louisville area may call 800.274.4723; and ask for the appropriate department.

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.*
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.

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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 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. 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. APPLICATION

1. Fill out the "*Application for Portfolio Assessment*" form and return it with the \$70.00 per course fee to the Office of the Registrar, Bellarmine University, 2001 Newburg Rd, Louisville, KY 40205.
2. Upon completion of the portfolio, forward the "*Petition for Academic credit for Portfolio Assessment*" form along with the original 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. Call the Office of the Registrar, 502.272.8133 or 800.274.4723, ext. 8133 with any questions you may have.

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Application for Portfolio Assessment

Date _____

Name _____ ID# _____

Address _____

City _____ State _____ Zip _____

Daytime Phone () _____ Evening Phone () _____

Occupation _____ How long? _____

Name of Employer _____

Employer's Address _____

_____ Zip _____

Degree Objective _____

Major or 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. Please list the Bellarmine academic department, course number, title, and number of semester hours credit for each course you plan to complete by way of Portfolio Assessment.

1. _____

2. _____

3. _____

4. _____

A Portfolio Application Assessment fee of \$70 per course is payable to Bellarmine University upon submission of this application. A fee equal to one credit hour is charged after the portfolio has been evaluated.

Return application and remittance to: Office of the Registrar
Portfolio Processing
2001 Newburg Road
Louisville, KY 40205

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Petition for Academic Credit for Portfolio Assessment

Date _____

Name _____ ID# _____

Address _____

City _____ State _____ Zip _____

Daytime Phone () _____ Evening Phone () _____

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's 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	
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 _____ Date _____