Portfolio and Course Equivalency

Validation for Students

Policy Number: S - 15

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Scope

Division of Health Sciences at Indiana University-Purdue University Columbus students.

Policy Statement

Students may validate prior learning (academic work, or professional experience) by preparing a portfolio to demonstrate acquisition of content and skills commensurate with outcomes/competencies/objectives or specific course(s). Students must submit course syllabi and transcripts for course equivalency. The student must demonstrate satisfactory academic standing.

Reason for Policy

To establish a process for assessing/validating/evaluating objective evidence of prior learning and skill attainment related to course outcomes in order to award course credit or exemption for Division of Health Sciences courses. Note: a portfolio will not be accepted in lieu of completing the Leadership or Capstone courses.

Procedures

**Portfolio Procedure:**

1. Student meets with academic advisor to review portfolio process, criteria and deadline dates (two semesters before the course is offered).
2. The Academic Advisor presents the student portfolio to the Division Head of Health Sciences for approval.
3. Division Head confers with the appropriate faculty expert in the course for which the student portfolio is under review.
4. Student meets with instructor for a brief review of the student’s work/experiences/previous courses.
5. Faculty may request additional evaluation of content knowledge prior to recommending approval of the portfolio.
6. If faculty agrees there is potential to portfolio, student sees advisor and registers for Z480.
7. Academic advisor notifies instructor of student registration for Z480.
8. Student gathers evidence for the portfolio following the Division of Health Sciences guidelines, and sends the portfolio to the instructor by a specific time/date.
9. Instructor reviews the material, notifies the student and completes the Portfolio Review Form. It is sent to the Division Head (or designee) for a signature. The office of the Division Head sends approved portfolio to academic advisor to initiate “special credit”.
10. If all course requirements are complete, the academic advisor applies for “special credit”.
11. If Special Credit is approved with minor changes, the student is to register for the course or for Independent Study and complete faculty expected course outcomes/objectives:
	1. Instructor informs student of the activities needed for portfolio (see attached “Special Requirements” form).
	2. Faculty signs this form upon the completion of the needed items and returns the form to the academic advisor. c. Academic advisor sends the Special Credit form to the Registrar.
12. If Special Credit is denied the student meets with the academic advisor and registers for the required course.

**Course Equivalency Procedure:**

1. The student will meet with the academic advisor and review the list of approved courses for equivalency. The Course Equivalency Request Form will be initiated.
2. If the course is not on the list of approved courses, the student will meet with the Division Head (or designee) and provide the course syllabus.
3. Faculty input may be provided and additional course materials may be requested from the student.
4. Options after the materials are reviewed:
	1. The course may be found to be equivalent
	2. The course equivalency may be denied

Definitions

**Definition of Course Equivalency:**

A previously completed course syllabus, and other course related materials are provided, to determine if this course meets the course competencies and outcomes of a course within the Division of Health Sciences.

**Definition of Portfolio:**

A comprehensive collection of documents that show how the course objectives/critical learning experiences and student learning outcomes have been achieved.

**Definition of Special Credit:**

Special credit may be awarded to degree seeking students who possess, by previous education or experience, a background in nursing. Credit may be awarded based on the student’s credentials, experience, or completion of an examination that documents proficiency in the subject area.

History

Approved at Faculty and Staff 9/28/2017.

Approved at Synergy 2/15/2017.

Adapted from Division of Health Sciences Core policy number: H\_05, old policy number: VI-A-34.