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. The student must meet with the academic advisor to review the 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 for approval.
3. The division head confers with the course lead of the course for which the student portfolio is under review.
4. The student may meet with the course lead for a brief review of the student’s work/experiences/previous courses.
5. The course lead may request additional evaluation of content knowledge prior to recommending approval of the portfolio.
6. If the course lead agrees there is potential to portfolio, the student sees the academic advisor and registers for Z480.
7. The academic advisor notifies the course lead of student registration for Z480.
8. The student gathers evidence for the portfolio following the Division of Health Sciences guidelines and sends the portfolio to the course lead by a specific time/date.
9. The course lead 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 senior administrative assistant sends the approved portfolio to the 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 an independent study and complete expected course outcomes/objectives:
	1. The course lead informs the student of the activities needed for portfolio (see attached special requirements form).
	2. The course lead signs the special requirements form upon the completion of the needed items and returns the form to the academic advisor. The academic advisor will send 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. Course lead 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. Last approved 12/12/2019.

Last reviewed at Policy and Procedure Committee 11/19/2019.

Approved at Synergy 2/15/2017.

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