


Indiana State University
College of Health and Human Services
Department of Baccalaureate Nursing Completion
RN-BSN Track of the Baccalaureate Nursing Program

Professional Portfolio

- Provides experienced Registered Nurse an opportunity to demonstrate successful attainment of specific course objectives for nursing courses in the RN-BSN Track (see <http://catalog.indstate.edu>)
- Professional Portfolio Review is available to all students admitted to RN-BSN Track
- Earn **10 credit hours** via portfolio review
- Eligible courses:
 - [NURS 304](#)
 - [NURS 318](#)
 - [NURS 322](#)
 - [NURS 470](#)

- Courses NOT eligible for portfolio review:
 - NURS 300
 - during 1st semester
 - Professional Portfolio information is part of course
 - NURS 444
 - NURS 484
 - NURS 486
 - Last course taken last semester

THE STEPS IN PROCESSING THE EVALUATION ARE AS FOLLOWS:

1. Contact the Department of Baccalaureate Nursing Completion for a referral to the course faculty of record
 2. Contact faculty member of record to discuss portfolio evaluation
- Determine whether the student's previous learning experience might reasonably provide the basis for awarding credit
3. Faculty member initiates the [tracking form](#) ()
 4. Student obtains guide for Portfolio Evaluation for the specific course
 5. Student registers for the course for the semester after which he/she is submitting portfolio materials
- Submit portfolio materials for review to faculty member by
 - **April 15 for Fall semester (must already be registered for Fall semester)**
 - **November 15 for Spring semester (must already be registered for Spring semester)**

6. Student is notified by faculty if credit will be awarded

- Enroll in course

7. Learning contract negotiated with the faculty member at the beginning of the semester

- Specifies remaining requirements to meet course outcomes

8. Credit for the portfolio and a letter grade for the course are awarded

- End of enrolled semester
- if contract stipulations met satisfactorily

9. Faculty member completes the [tracking form](#) ()

- Submits to Department Office
- Department tracks/monitors the total number of credits earned by an individual student
- Copy forwarded to the Office of Student Affairs for permanent file
- Notification sent to academic advisor when the **10 credit hour** limit has been reached