

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
- 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 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