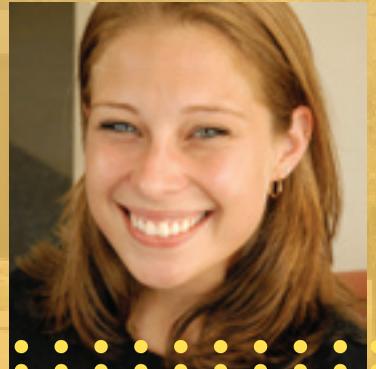


PORTFOLIO CREDIT FOR EXPERIENCE



CONTINUING
EDUCATION

AND

EXTERNAL PROGRAMS

THE UNIVERSITY...AT A GLANCE



Bowie State University offers a comprehensive array of baccalaureate programs, including business, education, social work, nursing, computer science and information systems. At the undergraduate level, liberal arts and science form the foundation on which the professionally oriented courses are constructed.

At the master's level, the focus is on increasing the knowledge and skills of professionals in education, computer science, management information systems, communications, nursing, English, mathematics, counseling psychology and human resource management.

Bowie State University fosters a supportive, academically rigorous and collaborative environment that nurtures quality in academics. The University serves both commuting and residential students.

Faculty and staff at Bowie State place special emphasis on excellence in teaching.

Admission to Bowie State University is granted to all qualified applicants who meet the admission standards of the University. Applying for admissions may be done on-line at www.bowiestate.edu/apply_now/.

THE PORTFOLIO PROGRAM

Nontraditional, undergraduate students who have formally applied to Bowie State University, have been accepted, and have paid the application and acceptance fees may apply for credit for experiential learning through the Portfolio Program.

A portfolio, which documents and describes adult learning experiences, may be done independently or by participating in a Portfolio Development Seminar. The student prepares a portfolio consistent with the guidelines in the Student Guidelines: Portfolio Development. The portfolio coordinator will assist students in analyzing, evaluating, and identifying those features of their experiential repertoire that may be converted into academic credit.

Experiential learning may result from work experience, volunteer experience, travel, hobbies, noncredit workshops and seminars, independent reading, licenses, special certificates, and/or military experiences. Credit recommendations are based on the evaluation of the portfolio by faculty.

A student may be granted a maximum of 30 undergraduate credit hours through the Portfolio Program. No grades are given for courses awarded through the program.

STEPS FOR PREPARATION AND ASSESSMENT OF A PORTFOLIO

- ◆ Schedule an appointment with an advisor in the academic area in which you are seeking a degree to request assistance in identifying specific courses and credits that may be earned through the Portfolio Program.
- ◆ Schedule an appointment with the portfolio coordinator and register for the program. The coordinator will explain the portfolio process and provide you with a copy of the Student Guidelines: Portfolio Development.
- ◆ Prepare the portfolio. Consult with your academic department while developing your portfolio.
- ◆ Submit your portfolio to the Continuing Education and External Programs office for appropriate assessment. Faculty will make the ultimate award of credit.

You will be notified of credits awarded and fees/tuition assessed. Fees/tuition may be paid at the Office of Student Accounts. A copy of your receipt should be submitted to the Office of the Registrar.

CRITERIA FOR EXPERIENTIAL LEARNING

- ◆ Learning should be verifiable. You must be able to document and in some cases demonstrate competencies.
- ◆ Learning should be comparable to college level work.
- ◆ Learning should have a subject matter or knowledge base.
- ◆ Learning experiences should be applicable outside the specific job or context in which it was learned.

PORTFOLIO FEES

- ◆ Portfolio registration fee is \$55.00 (non-refundable)
- ◆ Portfolio assessment fee, if credit is awarded, is \$55.00
- ◆ Cost per credit hour shall be at the current undergraduate tuition rate.



CONTACT INFORMATION

The University's portfolio coordinator is located in the Continuing Education and External Programs office. For additional information or an appointment, please contact Jerry L. Isaac at 301-860-3997.

OFFERING DAY, EVENING, AND WEEKEND CLASSES CULMINATING IN:

Small classes, individualized instruction by highly qualified and experienced faculty

- ◆ Bachelor of Arts
- ◆ Bachelor of Science
- ◆ Master of Education
- ◆ Master of Science
- ◆ Master of Arts
- ◆ Master of Business
- ◆ Master of Public Administration
- ◆ Doctor of Education
- ◆ Doctor of Applied Science
- ◆ Certificate Programs



OUR MISSION

Bowie State University, through the effective and efficient management of its resources, provides high-quality and affordable educational opportunities at the bachelor's, master's, and doctoral levels for a diverse student population of Maryland citizens and the global community.

BOWIE STATE UNIVERSITY
Continuing Education and External Program
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www.bowiestate.edu