



460.4.3 Credit by Portfolio Development

Purpose:

Bismarck State College (BSC) permits students to demonstrate college level competency and establish college credits by successfully developing a portfolio of their work experiences.

Disclosures:

1. The student must be accepted into a BSC bachelor's, associate, diploma, certificate, or certificate of completion program to be awarded credits.
2. The student must be enrolled in a BSC course during the term for which credits are to be posted to the official BSC transcript.
3. The student will not be granted credit for any of the following:
 - a. Student previously challenged course; or
 - b. Student is currently enrolled in course; or
 - c. Student previously enrolled in course (regardless of grade earned A-F, or S/U); or
 - d. Student earned transfer credit from an accredited institution; or
 - e. Student previously earned Credit by Exam or Credit by Industry Training.
4. Credits by Portfolio Development may not transfer to other colleges. Reviewing the intended transfer institution for current transfer information is essential. BSC is not responsible for transferability of Credits by Portfolio Development.
5. Credits by Portfolio Development do not have letter grades assigned, thus, will not be used to compute a student's grade point average.
6. Credits by Portfolio Development, once recorded on a student's BSC transcript, become a permanent part of the academic record.
7. Credits by Portfolio Development will count toward BSC graduation requirements; however, they do not count toward the minimum institutional credit requirements.
8. A maximum number of non-traditional college credits may be earned within military training, AP, CLEP, DSST, IB, CIE, BSC challenge examination, portfolio development, industry training, Straighterline agreement and courses covered under high school articulation agreements.
 - a. Bachelor's – 60 non-traditional college credits.
 - b. Associate or diploma – 40 non-traditional college credits.



- a. Program certificate or Certificate of Completion – 50% of total degree credits.
9. Duplicate credit will not be awarded. Courses deemed equivalent to a BSC course are subject to BSC's repeat policy.
10. The number of credits awarded is equal to BSC course credits.
11. If the application is not completed within one year of submission, it will be removed, and the student will need to resubmit.

Procedure:

1. The student must complete the Credit by Portfolio Development application located on the BSC website, attach requested documentation of experience, and submit by email to the Dean of Distance Education and Learning Support Services at bsc.priorlearning@bismarckstate.edu.
2. The Dean of Distance Education and Learning Support Services will review the application for qualification and route to the appropriate Assistant Dean.
3. The Assistant Dean will collaborate with appropriate faculty to determine if Credit by Portfolio Development will be considered. If approved for consideration, the application will be routed to Student Finance for payment.
4. Student Finance will contact the student for payment. The student is responsible for 50% of the tuition for course credits. Tuition fees are based on residency coding. Fees must be paid prior to completing the portfolio assessment. Students may also be charged for materials used as part of the assessment. Credit by Portfolio Development fee is non-refundable.
5. Student Finance will route to the Dean of Distance Education and Learning Support Services who will schedule the portfolio review with Assistant Dean.
6. Assistant Dean will collaborate with the student and department faculty to complete the assessment of the student's portfolio. Faculty may request additional documentation and materials for their final assessment based on criteria established by their department.
7. Assistant Dean will attach documentation of the assessment and route to Academic Records.
8. Academic Records will post credits to the student's official transcript. The Dean of Distance



Education and Learning Support Services will share the results of the Portfolio Review by way of the student's campus email.

References:

[SBHE Policy 441 Degree Credit, Non-Degree Credit and Non-Credit Instructional Activity](#)
[NDUS Procedure 805.1 Tuition](#)

History of This Procedure:

The President's Cabinet approved the policy on July 20, 2006. Revisions – November 19, 2008 (effective Spring Semester 2009); March 23, 2009; December 6, 2010; reviewed by the Operations Council on April 9, 2014 and approved by the Executive Council on April 24, 2014; approved by the Faculty Senate on May 7, 2019, reviewed by the Operations Council on June 12, 2019, July 2, 2019 and approved by the Interim Vice President of Academic Affairs July 30, 2025.