

Seven Steps for Creating a Passport Block

Each institution constructs its own Passport Block—a list or menu of courses and learning experiences by which its students can achieve the Passport Learning Outcomes (PLOs). When a student earns a Passport, the Passport transfers to another Interstate Passport® Network institution as a block; it cannot be unpacked. The student's learning is recognized as satisfying the lower-division general education requirements in the Passport's nine areas. An institution can change its Passport Block at any time as long as its outcomes continue to meet the PLOs.

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1. **Assemble faculty** responsible for lower-division general education to participate in constructing your institution's Passport Block. (See the *Passport Guiding Principles* and *Frequently Asked Questions* at interstatepassport.wiche.edu.)
2. **Review the Passport Learning Outcomes** (PLOs) for the nine general education areas and ask: *Are your own general education learning outcomes congruent with, not in conflict with, and at a similar level of specificity?*
 - **If yes**, proceed to step 3.
 - **If partially**, identify where there is not congruence and determine if this difference can be easily resolved, e.g., by examining your course-level outcomes in more detail. If yes, go to step 3.
 - **If no**, determine where there is significant difference and discuss whether or how to proceed.
3. **IF** your institution (or your state) has identified specific learning outcomes, or competencies, for each required area of **your** General Education program that are congruent with the PLOs; **and IF** each course approved for inclusion in your General Education program has been reviewed to ensure that it includes your required learning outcomes, creating your Passport Block may be very simple. **IF yes**, you may be able to simply adopt all or part of your General Education program requirements as your institution's Passport Block. *Go to step 5, below. If no, go to step 4 below.*
4. **Develop a list of courses/learning opportunities** that fulfill the PLOs in each of the nine LDGE areas to create your institution's Passport Block. Multiple PLOs may be addressed in a single course or in a selection of courses. Also, PLOs for crosscutting skills may be found in the same courses as other PLOs. A sample worksheet for constructing the block and a full set of worksheets are available at <http://interstatepassport.wiche.edu/faculty>.
5. **Seek approval** for your institution's Passport Block from the appropriate individual(s) or body authorized to approve articulation agreements.
6. **Notify your registrar of the contents of your Passport Block.** If your institution's Passport Block is different from your completed General Education program, provide the approved Passport Block to your registrar so its contents can be loaded into appropriate student information and degree audit systems.
7. **Establish an account for your Institution Liaison on the Interstate Passport's website and apply** to become a member of the Interstate Passport Network. The application requires your Passport Block. The institution's Passport Block will be displayed in its profile on the Interstate Passport website as information for faculty at other member institutions. Institutions may update their profile at any time as they change their Passport Blocks. See profiles at <http://interstatepassport.wiche.edu/institute>.