

CREDIT BY PORTFOLIO ASSESSMENT APPLICATION COMMONWEALTH CAMPUS

Student completes this section of the form and submits, along with the portfolio and portfolio fee (\$390 per review) to the Campus Finance Office for payment. Once payment is recorded, the student submits the form and portfolio to the campus Director of Academic Affairs for forwarding to the faculty reviewer.

_____	_____	_____	_____
PSU ID	Last Name	First Name	Middle Initial
Address _____			
Student signature _____			Date signed _____

_____	_____	_____	_____
Cost Object Type:	Cost Object #:	Cash Journal #	Fee Paid
Financial Officer's Signature _____			Date signed _____

- - To be completed by the faculty member conducting the assessment - -

I have assessed the student's portfolio and recommend the addition of the following credit to the student's Penn State record:*

_____	_____	_____
Course Designation	Course Number	# of credits**
Faculty Member's name (please print) _____		Email _____
Signature of Faculty Member assessing Portfolio _____		Date _____
Campus Program Head _____		Date _____

The Faculty Reviewer submits a summary of the assessment of the portfolio, along with the portfolio, to the Director of Academic Affairs (see University Procedure AM2009)

- - To be completed by the Campus Director of Academic Affairs - -

I authorize the award of credit.

_____	_____	_____
Director of Academic Affairs name (please print)	Signature of Director of Academic Affairs	Date

Send completed form and copy of the portfolio to the Office of the Vice President, Commonwealth Campuses, 111 Old Main, c/o Academic Records

When Credit is to be awarded, the Office of the Vice President will forward the completed form to Undergraduate Admissions, 201 Shields Building.

* If no credit is to be awarded or if modifications are necessary, please communicate directly with the student.

** Total number of credits that may be earned by an individual student via credit by portfolio assessment; a candidate for an associate degree may be awarded a minimum of 15 credits; a candidate for a baccalaureate degree may be awarded a maximum of 30 credits by portfolio assessment. A maximum of 6 credits may be awarded for a single portfolio for a course.