

CREDIT BY PORTFOLIO ASSESSMENT APPLICATION UNIVERSITY PARK

Student completes this section of the form and submits, along with the portfolio and correct payment to the academic department for assessment.

_____	_____	_____	_____
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 _____			

-- 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:*

Department Name _____

_____	_____	_____
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 Department/Division Head (see University Procedure AM2009)

-- To be completed by the Department/Division Head --

I authorize the award of credit.

_____	_____	_____
Department/Division Head name (please print)	Signature of Department/Division Head	Date

Completed form must be sent to the Undergraduate Admissions Office, 201 Shields Building

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 and the portfolio be resubmitted, 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.