



**--UNIVERSITY COLLEGE--
CREDIT BY PORTFOLIO ASSESSMENT APPLICATION**

Student completes this section of the form and submits it 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 _____
Local Address _____	Street _____	City/State _____	Zip Code _____
Student Signature _____			Date _____

02 060 01__		Fee Paid	\$ _____
Department's Budget # _____	ROCR # _____		
Financial Officer's Signature _____			

-- To be completed by the faculty 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 _____	Number of credits ** _____
Faculty Reviewer's Name (Print) _____		E-mail _____
Faculty Reviewer's Signature _____		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 awarding of credit.

Director of Academic Affairs Signature _____	Date _____
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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 maximum 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.