



CREDIT BY PORTFOLIO ASSESSMENT APPLICATION

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

PSU ID	Last Name	First Name	Middle Initial
Local Address	Street	City/State	Zip Code
Student Signature			Date

Department's Budget #	ROCR#	<b>Fee Paid</b>	\$ <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>
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**For use by academic department**

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

Department Name \_\_\_\_\_

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 **
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Faculty Member's name (Please print) \_\_\_\_\_

Signature of Faculty Member assessing Portfolio \_\_\_\_\_ Date \_\_\_\_\_

FACULTY MEMBER 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 awarding of credit.

Department/Division Head's Name (Please Print)	Signature of Department/Division Head	Date
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COMPLETED FORM MUST BE SENT TO THE UNDERGRADUATE ADMISSIONS OFFICE, 201 SHIELDS BUILDING

If no credit is to be awarded or the department recommends that modifications be made 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 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.