



Initial Application for Portfolio Assessment

Enter all information directly into the form. "Sign" digitally following instructions below. (Mac users: This form is designed for Adobe Reader.)

NOTE: This form enables a student to give official notice of his or her intent to earn credit by portfolio assessment and allows the College to make an initial determination of the merits of a student's portfolio goals. Signatures from a faculty member with disciplinary expertise in the course for which credit is requested, the Campus Program Coordinator, and the Director of Academic Affairs will indicate that the intended documentation appears to support the development of a full portfolio. **The signatures do not guarantee that credit will be awarded once the portfolio has been developed.** Credit is earned on the basis of whether or not the evidence in the portfolio proves the learning is college-level, current, does not duplicate credit already earned, and meets the criteria for a particular course.

A student must submit this form for each course for which he or she wishes to have equivalency determined.

The nonrefundable fee for portfolio assessment is \$390 per review, due at the time of submission of the complete portfolio.

Name: _____ PSU Access Account User ID: _____

E-mail: _____ Telephone: _____

PSU Course Requested (Number and Name): _____

AREA OF DEGREE PLAN: I request that credit(s) earned from this evaluation be applied to the following area of my degree program (be specific).

ATTACHED ARE:

- A. Course Syllabus
- B. Brief Description of Experience (with dates)
- C. Brief Description of Learning (relate to course syllabus)
- D. List of Possible Documentation

Please “sign” digitally. If it’s your first time, follow these [easy instructions](#).

Student Signature

Date

Faculty Signature

Date

Program Lead Faculty
(may be the same as faculty signature)

Date

Note: If approval to proceed is granted, a complete portfolio should be submitted within 10 weeks of date of approval but not later than the fifth week of the semester prior to the semester of intended graduation.