



**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>	\$
-----------------------	--------	-----------------	----

**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 **
--------------------	---------------	----------------------

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
--	---------------------------------------	------

**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.