

**Penn State University  
Abington College**

**INITIAL APPLICATION FOR A REVIEW OF PRIOR EXPERIENTIAL LEARNING**

**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 Head, and the Department/Division Head 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: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_ Major: \_\_\_\_\_

Telephone: (Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

PSU Course Requested: \_\_\_\_\_ PSU Email \_\_\_\_\_

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

- Communication Skills (English 202)
- Electives/Supporting Courses
- Major Requirement
- Other \_\_\_\_\_ (not all courses are eligible for portfolio review)

- ATTACHED ARE:**
- A. Course Syllabus
  - B. Brief Description of Experience
  - C. Brief Description of Learning (relate to course syllabus)
  - D. List of Possible Documentation

DATE: \_\_\_\_\_ STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ FACULTY SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_ CAMPUS PROGRAM HEAD \_\_\_\_\_  
(may be the same as faculty signature)

DATE: \_\_\_\_\_ DEPARTMENT/DIVISION HEAD \_\_\_\_\_

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.