
Student Name

ID Number

Mailing Address

Major

Email Address

Phone Number

Provide a brief description of PLA portfolio materials that will be submitted and rationale for PLA portfolio development:

Student Signature

Date

COURSES REQUESTED FOR PORTFOLIO EVALUATION

Students must receive permission from the department chair of each course for which they request a PLA portfolio evaluation. The signing department chair is not necessarily the department chair of the student's major, but rather the chair of the department where the course is housed. Students must submit this form along with a copy of the applicable course description (or syllabus, if available) and a copy of their resume to each department chair. Once approved, the department chair will notify the student that they may begin the development of the PLA portfolio(s). **Students must develop a separate PLA portfolio for each approved course.**

Course Code	Course Title	Credits Requested (#)	Dept. of Course	Department Chair Signature

Re: _____
Student Name

_____ ID Number

Based on my evaluation of the PLA portfolio, I recommend the following credit(s) to be awarded:

Course Code	Course Title	Credits Awarded (#)

Rationale for Credits Awarded (or for Rejection): _____

Faculty Evaluator Name

Faculty Evaluator Signature

Date

Department Chair Signature

Date

Associate VP of Academic Affairs Signature

Date

Registrar Signature

Date