Application for Credit by Portfolio

Name: ___________________________ ID #: ___________________________

I am petitioning for credit by portfolio for the following course: ___________________________

**Procedures:**

1. Upon completion of GEED 205, the student will submit this application with a portfolio.
2. The portfolio coordinator delivers the portfolio to the faculty assessor. Within four weeks, the faculty assessor recommends approval or rejection of the portfolio for credit. If the portfolio is denied, feedback should be given as to what changes or additions need to be made should the portfolio be eligible for resubmission.
3. The portfolio is forwarded to the Associate Dean of the Distance Learning Program for final approval. The portfolio should be returned to the Portfolio Coordinator within one week of final approval.
4. The student will be notified of the result and their account will be billed $100 administrative fee.

Portfolio may be mailed to:
Portfolio Coordinator
Liberty University
1971 University Blvd., MSC Box# 710181
Lynchburg, VA 24515

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**Coordinator of Portfolios:** ___________________________ Date: ___________________________

Comments:

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**Faculty Assessor:** ___________________________ Date: ___________________________

Recommendations for credit:  ☐ Approved  ☐ Rejected

Comments:

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**Associate Dean or Dean:** ___________________________ Date: ___________________________

Recommendations for credit: Approved Rejected

Comments:  ☐  ☐