

STEP 3: Portfolio Grading (Completed by Discipline Faculty who grades Portfolio)

Discipline Faculty: _____

Grade Basis: Letter Grade Pass/No Pass Portfolio Grade: _____

Student must agree to receiving the grade before Step 4 is completed.

Discipline Faculty name: _____

Discipline signature: _____ Date: _____

STEP 4: Administrator Approval (Completed by the Program Division Dean)

Division Dean name: _____

Division Dean signature: _____ Date: _____

STEP 5: Administrator Approval (Completed by the Vice President of Academic Services)

Vice President of Academic Services name: _____

Vice President of Academic Services signature: _____ Date: _____

STEP 6: Student Record Update (Completed by Admissions & Records Representative)

Date Recorded on Student's Record: _____

Admissions & Records Representative name: _____

Admissions & Records Representative signature: _____ Date: _____

SHATRNS

Student notified by Evaluator Staff name: _____ Date: _____