

## Portfolio Submission Form

Name: \_\_\_\_\_ UMS #: \_\_\_\_\_ Date: \_\_\_\_\_

The contents of your portfolio must meet all of the requirements stipulated for a Writing Proficiency Examination Portfolio.  
Please carefully document the contents of the portfolio that you are submitting:

Course (Name + number)	Length (Whole text pages + fractions)	Original Graded (Yes or No)	Certified by faculty (Yes or No)
Supporting Paper #1:			
Supporting Paper #2:			
Supporting Paper #3:			
Supporting Paper #4:			
<p><b>Note: the exception to 15-page supporting-paper requirement only applies to a new transfer student</b>, who will have completed 75 or more credits <b>at the end of his/her first semester at UMB. If, and only if</b> you are a transfer student <b>who has not yet completed your second semester</b>, then you may submit a mid-semester portfolio (March or October) that has either two or three supporting papers totaling 10 full pages. Additionally, you are still required to submit the new essay on the reading set. Please initial this statement and give the semester and year you entered UMB _____</p>			

Title	Length (Whole text pages + fractions)	Certified by student (Yes or No)
New essay:		

**Please read and sign the following statements:**

- I understand that if any of the papers in my portfolio do not completely fulfill the requirements and criteria of a Writing Proficiency Portfolio my portfolio will be declared “void.”
- I am a first-semester transfer student and am submitting two supporting papers; I have included a note explaining why I am requesting the exception to the three-supporting paper requirement.
- *I certify that the entire content of this portfolio, submitted to fulfill the Writing Proficiency Requirement, is entirely my own work and has not been wholly or partially written, revised, or edited by anyone else. Plagiarism in a portfolio, whether it is the new essay or in one of the supporting essays, will be treated in the manner outlined in the [Code of Student Conduct](#). The consequences of violating these policies are serious and may include suspension or expulsion.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_