Bachelor of Science in Information Technology
Process for Prior Learning Assessment

The University of Cincinnati allows students to earn college credit for knowledge obtained outside of the traditional college classroom setting through the process of Prior Learning Assessment (PLA). Students can use PLA to earn real college credit toward their degree without registering for the class!

The School of Information Technology recognizes that students may have attained the learning outcomes of some of the required information technology courses through experiences outside the classroom. Many students have worked in the field with different responsibilities that enabled them to acquire the knowledge and skills of some courses. Some students may have worked on their own or used commonly available resources. Furthermore, some students may have earned recognized industrial certifications. Students enrolled in the BSIT program can earn advanced standing towards a maximum of four required information technology courses through the prior learning assessment process.

There are different methods for assessing prior learning. For example, standardized tests or exams, department-level exams or portfolio review. At this time, the SoIT utilizes only the portfolio review process.

What is a Portfolio?

A portfolio is a document (or collection of documents) that shows documented evidence of the experience that the student gained. The experience must be mapped to the learning outcomes of the course that the student is seeking assessment for. In the past, students used the following types of methods to document their experience:

- Letters from employers clearly stating the skills earned from the job duties
- Certificate of completion of workshops or trainings attended
- Certificate of completion of online courses
- List of projects completed, with detailed description and reference (links, screen shots or demonstration)
- Certifications recognized by the industry

However, the student is free to use these or other documentations to provide evidence of their skill.

Steps to Apply for PLA Portfolio Credit

1. Meet with Academic advisor and review PLA website (https://www.uc.edu/campus-life/testing-services/pla.html)
2. Determine which course you believe you have the prior knowledge (https://cech.uc.edu/schools/it/academics/course_descriptions.html)
3. Determine how you will prove you have this knowledge and what will be shown in your portfolio. (https://www.uc.edu/campus-life/testing-services/pla/portfolio.html)
4. Complete portfolio packet and pay online

Important Contacts

PLA Office
ucpla@uc.edu
513-556-7173

IT Academic Advisor

Kelly Rawe - Kelly.Rawe@uc.edu

Frequently Asked Questions

What are Learning Outcomes?
Every course in the BSIT program has a description and a set of learning outcomes. The learning outcomes are representative of what the student will be able to do upon the successful completion of the course. A list of learning outcomes can be found at https://cech.uc.edu/schools/it/academics/course_descriptions.html

How many credit hours can I pursue PLA for in the IT program?
A student can submit a portfolio for PLA credit for 12 credit hours or 4 courses total.

What do I do if the project that provided me with the skills is proprietary information?
If you have the knowledge laid out by the learning outcomes, there should be another way for you to show you have the necessary knowledge. The key is proving that you have the knowledge necessary so there should be other ways to prove that you have