Steps for Pursuing Prior Learning Assessment

What is Prior Learning Assessment (PLA)?
The University of Toledo allows you to pursue college credit for relevant work, volunteer and life experiences through the Prior Learning Assessment process. Explore how you may earn college credit for learning outside the traditional classroom.

Step 1
Schedule an appointment to meet with the PLA Specialist by calling 419.530.3142 or emailing PLA@utoledo.edu. The PLA Specialist will review your learning experiences, such as employment experiences, volunteer opportunities, certifications, and non-credited coursework to determine if college-level learning has occurred and if the learning mirrors a current University of Toledo (UT) course(s).

Step 2
Once a matching course(s) at UT is identified, the PLA Specialist petitions the respective department to allow the student to pursue PLA credit. If you are approved to pursue course credit, the faculty member(s) will provide the PLA Office with a course syllabus and course learning outcomes along with the method of assessment to pursue, either credit by exam or portfolio development. Once approved, you will prepare for an exam or begin developing a portfolio for submission.

Step 3
To earn course credit: You will take the exam or submit the portfolio to the PLA Office for assessment. Portfolios can take up to 60 days to review. The fee for PLA is $100 per course, regardless of credit outcome. PLA fees are billed to the myUT student account at the end of the PLA process.

Step 4
At the completion of the review, the faculty assessor contacts the PLA Office to inform them of the assessment decision. If you are eligible to receive credit, the credit is entered on your transcript with a letter grade.

Students may earn up to 30 credit hours through PLA. PLA credit may not be applied toward degree residency requirements. Discuss your educational path and how PLA credit will fit into your program of study with your academic adviser.

University Credit Assessment Center
Location: Rocket Hall 1300
Phone: 419.530.3142
Email: PLA@utoledo.edu
Mail Stop: 343
Web: www.utoledo.edu/uc/pla