



**Portfolio Review  
Prior Learning Assessment  
University of Cincinnati**

Packet Contents:

- Application Instructions
- Portfolio Review Application
- Support Statement

This completed packet, with check or money order payment, must be returned to:

**Testing Services**  
**102 University Pavilion**  
PO Box 210078  
Cincinnati, Ohio 45221

## APPLICATION INSTRUCTIONS

The Portfolio Review PLA Process has several important steps:

1. Determine if you meet the requirements to submit an application. They are:
  - You must be matriculated in a College at the University of Cincinnati with a declared major. You must also be currently enrolled and in good standing, with a 2.00 or higher cumulative grade point average.
  - You must have spoken to an advisor or other representative from your college to be sure that the evaluation will be applicable to your degree program
  - You may seek evaluation only for those courses for which you are not currently registered or have not previously audited or failed.
  - Portfolio Review PLA, as with other advanced standing credit, will not be considered toward the college residency requirement, nor will it be part of your grade point average. Check with your college office for any other requirements or restrictions regarding PLA.
2. Once you have met the above requirements, submit a completed application. In order for your application to be complete, you must submit:
  - A completed Application Form
  - A Support Statement, which provides faculty with the information that they need to determine that you do have enough experience to be assessed.
  - A check or money order made out to Testing Services for \$60 per credit hour being assessed. Payment must be received with the application
3. Your application will be reviewed by faculty to determine if you have sufficient experience to be assessed on your prior learning. If it is determined by faculty that you do **not** have sufficient experience, you will receive a letter stating that your request has been denied and your payment will be returned, minus a \$50 processing fee.
4. If your experience is determined by faculty to be sufficient for an assessment, you will be notified by the faculty member and you will arrange a time to have your assessment administered. The assessment may include tests, interview, projects, or other similar methods for assessing your comprehension of the subject. Possible results are Pass or Fail. You do not receive a grade or points toward your GPA.
  - If you fail the assessment, you will receive no credit and your fee will not be refunded
  - If you pass the assessment, you will be awarded credit, posted as advanced standing on your transcripts

## Application for Portfolio Review Prior Learning Assessment

If you have questions about this application, please call 513-556-7173 or email [ucpla@uc.edu](mailto:ucpla@uc.edu).

Completed application with payment may be mailed to or dropped off at:

University of Cincinnati Testing Services  
Attn: Prior Learning Assessment  
PO Box 210078  
Cincinnati, Ohio, 45221-0078

### Please type or print in black ink:

1. BASIC DATA

Full Name: \_\_\_\_\_ UCID M \_\_\_\_\_

College and Major: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Course for which you are requesting PLA:

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Referring Faculty Member: \_\_\_\_\_

3. SUPPORT STATEMENT

On the attached sheet, please type a brief but comprehensive statement covering your background of knowledge, experience and qualifications relating to the course or discipline for which the assessment is requested.


4. EVALUATION FEE. Number of credit hours to be assessed at \$60/credit hour: \$ \_\_\_\_\_

5. CERTIFICATION

I understand that should I pass this assessment, the result will become a part of my permanent record at the University of Cincinnati. I also understand that not passing the assessment may result in a partial refund or no refund at all.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**SUPPORT STATEMENT**  
(Please type or you may use a separate sheet)