Steps for Completing the Prior Learning Assessment

**Step 1.** Meet with the Undergraduate Program Director to determine if pursuing a PLA is appropriate. The Department will determine whether the assessment is to be done by examination or portfolio.

**Step 2.** If the Undergraduate Program Director recommends you attempt a PLA, you should complete a PLA form and submit it to the CSE Department Office.

**Step 3.** The CSE Department Chair will review the PLA request, and if approved, you will be contacted to pick up the form and carry it to the Bursar’s Office for payment.

**Step 4.** Once the payment is processed, the department will contact you with the assigned faculty member’s name. You will need to make arrangements with them to complete the Prior Learning Assessment.

**Step 5.** Once you have completed the required assessment, the faculty member will evaluate your work and send the results of the evaluation to the Department.

**Step 6.** The Department will notify you of the outcome of the assessment. If you pass the PLA assessment, the Registrar will be contacted to post credit on your transcript.

Credit will be posted the end of the semester. It will be denoted as “CR”.