Non-Credit to Credit

Step 1: Student meets with Program Advisor to discuss PLA and other Pima aspects, such as careers, degree plan, etc.

Step 2: Student provides official documentation of Non-Credit work completed

No → PLA process stops due to no documentation

Yes

Step 3: Student meets with Faculty expert to review non-credit work taken for academic rigor and appropriate assessments that align with credit courses

No → PLA process stops if non-credit work is not documented or aligns with Pima requirements

Step 4: Student meets with Program Advisor to initiate PLA Electronic Workflow and Payment of Fees ($25 per class)

Step 5: PLA Electronic Request is Submitted for Review and Approval/Denial
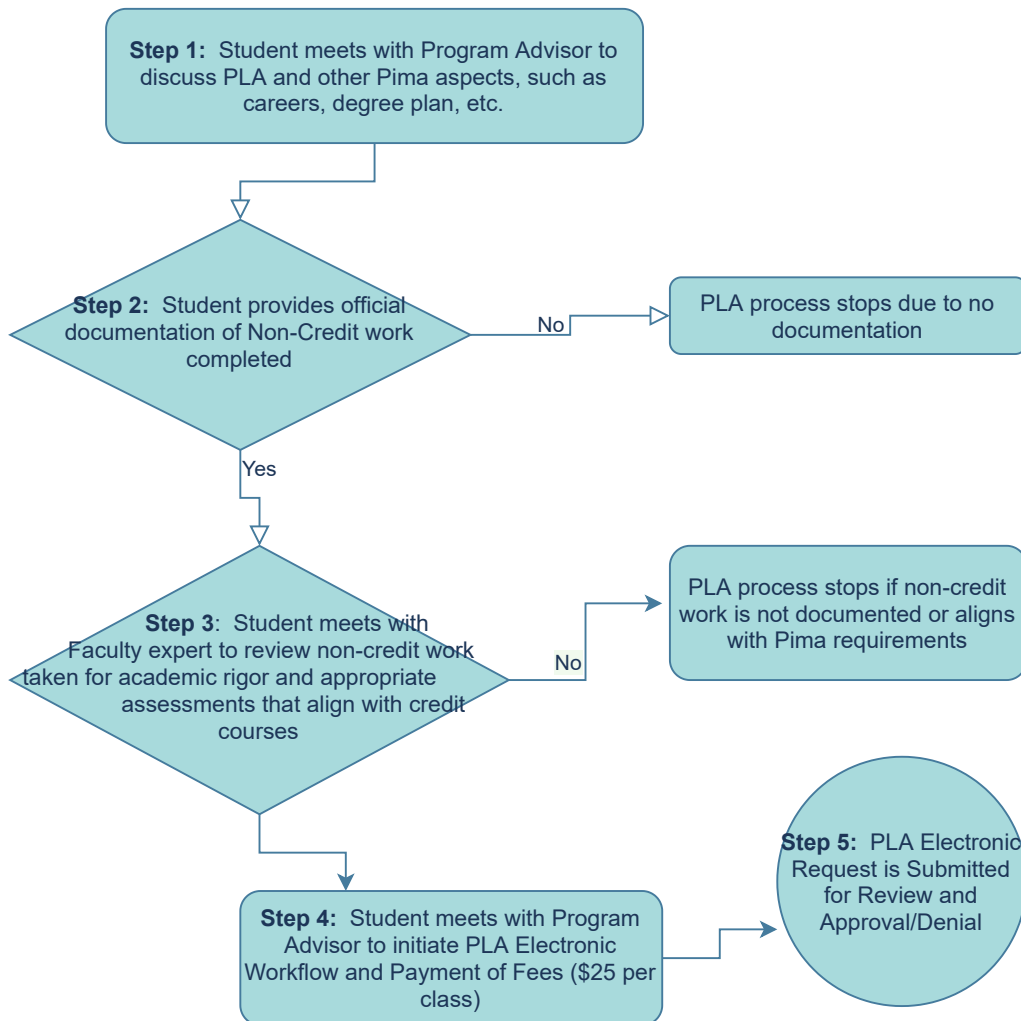
Non-Credit to Credit

Step 1: Student meets with Program Advisor regarding career interests, including PLA and other Pima aspects

Step 2: Student provides official copy of non-credit work completed

Step 3: Student meets with Faculty expert to review non-credit work taken for academic rigor and appropriate assessments that align with requested courses.

Step 4: If student wishes to pursue PLA for Non-Credit to Credit classes, meet with Program Advisor to initiate PLA Electronic Workflow (i.e. PLA Request) and payment of required fees

Step 5: PLA Electronic Workflow is initiated with Advisor Submission and Approval/Denial, Student Review and Approval/Denial, Discipline Coordinator Review (i.e. faculty expert) and Approval/Denial, Dean Review and Approval/Denial, and electronic submission to the Registrar's Office for transcription of credit.