Non-Credit to Credit

**Step 1:** Student meets with Academic 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

- Yes
- No

  PLA process stops due to no documentation

  PLA process stops if non-credit work is not documented or aligns with Pima requirements

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

- Yes
- No

**Step 4:** Student meets with Academic 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

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**Non-Credit to Credit**

**Step 1:** Student meets with Academic 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 Academic Advisor to initiate PLA Electronic Workflow (i.e. PLA Request) and payment of required fees

**Step 5:** PLA Electronic Workflow is initiated with Academic 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.