**Portfolio Assessment**

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

**Step 2:** Student meets with Faculty expert to review knowledge and learning acquired and potential avenues for Portfolio submission

- **Yes**
  - PLA process stops if student is not interested, does not pay the required fee, or does not complete the course
- **No**
  - PLA process stops due to insufficient knowledge and/or learning, or lack of student interest

**Step 3:** Student enrolls in self-paced, 4-week Portfolio course, UPLA 100 at $49 to learn how to create a quality Portfolio

- **No**

**Step 4:** After completion of UPLA 100, if student wishes to continue, they are granted access to Portfolium to finalize their Portfolio. Faculty evaluation will not occur until payment is received in **Step 5**

**Step 5:** Student meets with Academic Advisor to initiate PLA Electronic Workflow and submits payment ($150 per class)

**Step 6:** PLA Electronic Request is Submitted for Review and Approval/Denial

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**Portfolio Assessment**

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

**Step 2:** Student meets with Faculty expert to discuss knowledge and learning acquired and potential classes for Portfolio creation

**Step 3:** Student enrolls in a self-paced, 4-week, fully online course, UPLA 100 at a one-time cost of $49 to learn how to create a quality portfolio for evaluation

**Step 4:** After completion of UPLA 100, student is granted access to Portfolium to finalize their Portfolio. Faculty evaluation will not occur until payment is received in **Step 5**

**Step 5:** If student wishes to submit a Portfolio for evaluation, meet with Academic Advisor to initiate PLA Electronic Workflow and submit payment of $150 per class

**Step 6:** 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.