

## ABOUT CREDIT FOR PRIOR LEARNING

### ASSOCIATES OF ARTS

A maximum of 30 non-traditional credits may be applied toward degree completion in a Associates program. These 30 credits can be any combination of acceptable types of non-traditional credit with a maximum of 15 PLA credits.

### BACHELOR'S DEGREE

A maximum of 75 non-traditional credits may be applied toward degree completion in a Bachelor's program. These 75 credits can be any combination of acceptable types of non-traditional credit with a maximum of 30 PLA credits.

### MASTER'S DEGREE

A maximum of 9 non-traditional credits may be applied toward degree completion in a Master's program. These 9 credits can be any combination of acceptable types of non-traditional credit with a maximum of 6 PLA credits.

### IN ADDITION TO PLA CREDITS, NON-TRADITIONAL CREDIT FOR PRIOR LEARNING INCLUDES:

National Credit Recommendations (ACE, NCCRS, Military) and National Testing Programs (AP, CIE, CLEP, DSST, Excelsior, IB, TECEP, UExcel).

## ELIGIBILITY REQUIREMENTS

You are eligible for the PLA program if you meet the following requirements:

- Undergraduate/Master's student
- Fully matriculated
- Degree-seeking
- Have room in your degree plan for PLA credits

## BENEFITS

- Save valuable time and finish your degree faster
- Save money – you'll need fewer classes to obtain your degree
- Satisfy prerequisites in your career path
- Rely on a personal process that meets your specific needs
- Receive validation for life-long learning

## CONTACT INFORMATION

**Email:** [PLA@uagc.edu](mailto:PLA@uagc.edu)



THE UNIVERSITY OF ARIZONA  
**GLOBAL CAMPUS**

## PRIOR LEARNING ASSESSMENT

Earn college-level credit for experience-based learning.

**Put your  
TRAINING  
CERTIFICATES  
SEMINARS  
LIFE EXPERIENCE  
to work for you!**



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## Documentation Guide



# PRIOR LEARNING ASSESSMENT (PLA) DOCUMENTATION GUIDE

Students must be fully admitted prior to applying for PLA credits. Students must be degree-seeking, undergraduate/master's students and have room in their degree plan for PLA credits. Credit is awarded only in areas which fall within the regular curricular offerings of the University of Arizona Global Campus. Students may apply up to 6 PLA credits toward degree completion for a Master's program, up to 30 PLA credits toward degree completion for a Bachelor's program, and up to 15 PLA credits toward an Associate of Arts program. PLA credit cannot be used in the Master of Public Health program.

## Sponsored Professional Training

### SUBMISSION TYPE

Structured, college-level coursework taken in a non-collegiate setting, such as standardized trainings, certificate programs, or seminars, in areas related to the University of Arizona Global Campus degree programs or coursework.

### SUPPORTING DOCUMENTATION

Evidence of successful completion.

#### COMPLETION EXAMPLES:

- Transcript
- Certificate
- Employee Training Record
- Letter on company letterhead signed by an appropriate official

Contact information (phone and/or email) for training instructor or work supervisor

### DOCUMENTATION OF CONTACT HOURS

Number of contact hours (how long you were in class) must be listed for each training topic or course.

Each training must be a minimum of 15 hours.

Note: Continuing Education Units (CEUs) are not standard units; documentation of actual clock hours or definition of CEU conversion is required.

### DOCUMENTATION OF CONTENT

Evidence of training content.

#### TRAINING CONTENT EXAMPLES:

- Syllabus
- Course description
- Training agenda
- Training manual table of contents.

### EVIDENCE OF STUDENT LEARNING

Credit Rationale Paper.

- Summarization of what the student learned in their training
- Description of how the student is applying what they have learned from the training to their current professional and personal life

## Experiential Essay

### SUBMISSION TYPE

Reflective paper that demonstrates understanding of the experiential learning process by aligning personal experience with the learning outcomes of the University of Arizona Global Campus undergraduate/master course. Must complete Experiential Learning Credit Workshop

### SUPPORTING DOCUMENTATION

One artifact (physical evidence of the learning) must be submitted with each experiential essay.

#### ARTIFACT EXAMPLES:

- Work sample
- Business plan
- Publication
- Job performance report
- Photographs
- Validation of the experience by an appropriate official

### DOCUMENTATION OF CONTACT HOURS

At least one year of experience related to the experiential essay topic is required.

#### EXPERIENCE EXAMPLES:

- Work
- Volunteerism
- Community activities
- Travel
- Artistic endeavors
- Hobbies

### DOCUMENTATION OF CONTENT

Student selects a three-credit course from the University of Arizona Global Campus.

The course learning outcomes must directly align with your experience.

### EVIDENCE OF STUDENT LEARNING

Experiential Essay (15 to 20 pages).

- Describe and analyze specific experiences related to the course learning outcomes
- Explain what you learned from your experience and how you will apply that knowledge to current and future situations