DePaul University

Office of Prior Learning Assessment

**Written 2-Credit Hour Course Match PLA Checklist**

Complete this checklist and use it as the coversheet for you PLA submission. Submissions without this will not be processed.

By completing the items listed below, you have completed the steps necessary to submit your PLA. These steps increase the likelihood that you be successful. But be aware you may be asked to revise a submission or your PLA may be rejected if you do not demonstrate mastery of the learning outcomes through experience, knowledge, and connection.

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| --- | --- |
| Student Name: | Academic Advisor: |
| Student ID: |  |
| Home College (SCPS, LAS, etc.): |  |
| Date of PLA Completion: | Anticipated Graduation Quarter: |
| Course Match Information |  |
| Course Designation (e.g. DCM 304): | Course Title (e.g. Evolving Professional Ethics): |
| **List each outcome included in the syllabus. Explain how your prior learning demonstrates all course learning outcomes, including specific details justifying your explanation. Address each of the course outcomes specifically. (You may need to insert additional cells.)** | |
| Learning Outcomes | Justifications |
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| 1. I do not plan to graduate in the next two quarters. | |  |
| 2. I have discussed potential PLA with my Academic Advisor, the SCPS PLA Advisor, and/or my RPL 101 Instructor. | |  |
| If applicable, when did you complete (or when will you complete) RPL 101? |  | |
| 3a. I have identified a syllabus from DePaul SCPS that appropriately reflects my experience. | |  |
| 3b. I have identified a syllabus from another DePaul college that appropriately reflects my experience **AND** I have discussed this with OPLA **AND** OPLA has confirmed that PLA is permitted for this course. | |  |
| 4. I have reflected on my experiences and reviewed the learning outcomes and related criteria in order to find an appropriate match. | |  |
| 5. If accepted, my PLA would complete a degree requirement I have not completed.  (PLA submitted for completed degree requirements cannot be applied to a student’s record.) | |  |
| 6. My PLA specifically addresses the learning outcomes and related criteria. | |  |
| 7. My PLA uses around 4 or more scholarly, professional or college-level sources. All of these sources have been cited using both in-text and end text (Reference page) citations. | |  |
| 8. My PLA essay is approximately 6 pages (1200 words) and adheres to APA style. | |  |
| 9. I have taken my written PLA essay to the [DePaul Writing Center](https://condor.depaul.edu/writing/programs-writing-center.html) in order to review its essay structure (introduction, thesis, body paragraphs, conclusion, etc.) and APA citations. | |  |
| 10. I have gathered my PLA essay, Checklist and all additional supporting evidence (syllabus, certificates, artifacts, licenses, etc.) | |  |
| You are now ready to submit this checklist to [SCPSAssessment@depaul.edu](mailto:SCPSAssessment@depaul.edu) in order to request access to the OPLA Submission Portal. | |  |