DePaul University

School of Continuing and Professional Studies

Office of Prior Learning Assessment

**Written Competence-based PLA Checklist**

BAIFA and students in other competence-based degree programs must complete this checklist and include it as a cover page for their Competence-based PLA submission. Submissions without this will not be processed.

By completing the items listed below, you have completed the steps necessary to submit your Competence-based PLA. These steps increase the likelihood that you be successful. But be aware you may be asked to revise a submission or your Competence-based PLA may be rejected if you do not demonstrate mastery of the competence.

|  |  |  |
| --- | --- | --- |
| Student Name: | Academic Advisor: | |
| Date of Completion: | Anticipated Graduation Quarter: | |
| Focus Area Title: | | |
|  | | Check box to verify |
| 1. I do not plan to graduate in the next two quarters. | |  |
| 2. I have discussed potential Competence-based PLAs with my Academic Advisor and/or the PLA Advisor. | |  |
| 3a. If I am submitting an FX (or other X competence), I have met with the PLA Advisor to review the competence statement and criteria. | |  |
| Date of Meeting with PLA Advisor: | | |
| 3b. If I am submitting another preexisting competence, I have verified the exact wording and criteria based on [this list](https://scps.depaul.edu/student-resources/undergraduate-resources/Documents/UGradForms/competencies_and_criteria.pdf). | |  |
| 4. I have reflected on my experiences and reviewed competence statements in order to find an appropriate match. | |  |
| 5. If accepted, my Competence-based PLA would complete a degree requirement I have not completed. | |  |
| 6. My Competence-based PLA specifically addresses the competence statement and all criteria that comprise a competence statement. | |  |
| 7. My Competence-based PLA uses around 8 or more scholarly sources. All of these sources have been cited using both in-text and end text (Work Cited or Reference page) citations. | |  |
| 8. My Competence-based PLA is approximately 10 pages (2000 words) to 12 pages (2400 words) and adheres to MLA or APA style. | |  |
| 9. I have taken my written Competence-based PLA 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 citations. | |  |
| 10. I have gathered any additional support (certificates, artifacts, licenses, etc.) and merged them with my Competence-based PLA into one clearly labeled file for submission. | |  |
| 11. I have saved my responses for the  [Competence-based PLA Submission](https://scps.depaul.edu/student-resources/undergraduate-resources/prior-learning-assessment/submitted-forms/Pages/CompBasedStdFrm.aspx) Form in a separate document before entering them on the form. | |  |