**SCHOOL FOR NEW LEARNING**

**Reallocating articulated courses into Focus Area**

Procedures for reallocating approved transfers or DePaul courses that have been articulated to competency:

* When a SNL academic committee approves reallocating into the Focus Area transfer or DePaul courses that have already been articulated to competency, the following form can be used.
* In this case, no Transfer Coursework Log form or TCW assessment forms are needed.
* The form requires specific information to be provided by the student.
* When officially approved by Faculty Mentor and Professional Advisor, the completed form is submitted to SNLTCW@depaul.edu.

**STUDENT NAME: STUDENT ID #:**

**EMAIL: CURRENT QUARTER & YEAR**

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| --- | --- | --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **University Name** | **Year Competed** | **Current articulated competency (e.g. A1X)** | **FX Competency Statement**  | **Description of course learning outcomes related to FX competency statement** |
| **EXAMPLE:** (delete upon completion of form) |
| BU 301 | Legal Environment of Business | DePaul | 1997 | H1X | Understands and recognizes the laws and how they are applied in the business setting. | Described the laws and procedures of running a business, the application of such laws and consequences for businesses that do not follow them.  |
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**Signatures: Signed form or submission from preferred email address listed in Campus Connect**

**Student Signature: Date:**

**Faculty Mentor Signature: Date:**

**Professional Advisor Signature: Date:**

***Forwarded e-mail form from PA account constitutes signature.***

**FACULTY MENTOR: Submit as a WORD DOCUMENT by email; that electronic submission will constitute verification of your approval. Please also cc the student when sending this information to the transfer coursework office.**