DePaul University

Office of Prior Learning Assessment

**Written Course Match PLA Checklist**

Once you complete this checklist, submit it to [scpsassessment@depaul.edu](mailto:scpsassessment@depaul.edu) for access to the PLA Submission Portal on D2L. PLA Submissions are assessed a $300 processing fee.

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 your PLA Project may need revision or may not be eligible for credit if it does not demonstrate mastery of the learning outcomes through experience, knowledge, and connection.

As you work through the checklist, you are encouraged to consult with the [PLA Advisor](mailto:scpspla@depaul.edu?subject=Course%20Match%20PLA%20Inquiry).

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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 each course learning outcomes, including specific details. (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. | | |  |
| If you do plan to graduate within the next quarters, contact [OPLA](mailto:SCPSAssessment@depaul.edu?subject=Course%20Match%20PLAQuestion%20(Graduation)) as soon as possible to discuss your options. | | |  |
| 2. I have discussed potential PLA with my Academic Advisor, the [SCPS PLA Advisor](mailto:scpspla@depaul.edu?subject=Course%20Match%20PLA%20Inquiry), and/or my RPL 101 Instructor. | | |  |
| If applicable, when did you complete (or when will you complete) RPL 101? | |  | |
| 3a. I have identified a [Course Information Guide](https://scps.depaul.edu/academics/course-information-guides/undergraduate-courses/Pages/default.aspx) (or syllabus) of a specific course from DePaul SCPS) that appropriately reflects my experience. | | |  |
| 3b. I have identified a syllabus of a specific course 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. I understand the paper requirements for a 2-hour course match and 4-hour course match are different. | | |  |
| **2-hour Course Match Requirements**   * 6 pages (1200 words) * 4 or more scholarly, professional or college-level sources * APA Style | **4-hour Course Match Requirements**   * 10 pages (2000 words) to 12 pages (2400 words) * 8 or more scholarly, professional or college-level sources * APA Style | |
| 9. I have taken my written 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 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. | | | |