

How to Complete a College Credit Request Form for Prior Learning (for Students)

Updated on 01/09/2018

The Course Match ILP process provides a way for students in course-based SNL programs to earn credit for prior learning that has not been credited on an accredited college transcript. Please follow the below steps to submit your prior learning for assessment. A sample of a completed form can be found at the top of the College Credit Request Form.

1. Follow the link below -
<https://snl.depaul.edu/student-resources/undergraduate-resources/Pages/Course-Match-ILPForm.aspx>
2. Use your Campus Connect User ID and password log in
3. Fill out "Student First Name", "Student Last Name", "DePaul ID Numbers", and "Student Email" based on your Campus Connect information.

[DePaul University SNL](#) > [Student Resources](#) > [Undergraduate Resources](#) > [Course Match ILPForm](#)

College Credit Request Form for Prior Learning

Use this form to submit Prior Learning that has not been previously credited on an accredited college transcript.

Instructions:

1. Select a course that matches your prior learning and find its syllabus. You can select a course in your program or from any college that is accredited.
2. Review the syllabus of the selected course and determine whether your prior learning relates to each of the outcomes stated in the syllabus.
3. Prepare an explanation for how your prior learning demonstrates each outcome and collect supporting documentation.
4. Complete this form.

*Student First Name	<input type="text"/>
*Student Last Name	<input type="text"/>
*DePaul ID Number	<input type="text"/>
*Student Email	<input type="text"/>

5. Choose a course from DePaul (not a residency requirement) or another accredited college that matches the knowledge or skill that you have gained through experience. Obtain the course syllabus and provide information about that course.

Information about Course Syllabus to which you will match your ILP:

*Institution Name (Example: Harper College, School for New Learning)

*Course Number (Example: BIO115, ART214)

*Course Title (Example: Intro to Biology)

6. Indicate where on your DPR this credit should appear

Please Identify the Course Number and Title in your SNL program where you want the ILP applied if approved. (Example: DCM 302 Project Management Design & Assessment or Open Elective)

7. From the syllabus, identify the learning outcomes for the course and review to be sure you can document your knowledge for each. Often, additional reading is required to supplement your knowledge.

8. List the course learning outcomes.

Instructions for Explanation:

List each course 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. Upload relevant *documentation to substantiate your explanation (see below).

9. Under each outcome, explain how you developed knowledge and skill as well as the documentation that you provide for each outcome. Evidence of your experience can include but is not limited to, an essay, reports you've written, videos, certificates and training transcripts.

10. Merge all documents, including the syllabus into one file. Then upload.

Instructions for Uploads:

Please upload the course syllabus **merging it with all other documents into a single file**

Please upload here

Choose File No file chosen

11. Your explanations and attached evidence will be forwarded to a content specialist for review.

You will receive an email acknowledging your submission. Once your submission is assessed you will be notified by email.

Submit