How to Claim Credit/Recognition of Prior Learning (RPL) Flow Chart

Credit may be granted for successful completion of equivalent units at another tertiary institution or for prior learning.

**What the student will do**

**Step 1**
Contact Head of School (HoS) e.g. for unit outcomes of relevant ALC units

**Step 2**
Complete the application for admission form

**Step 3**
Complete request for credit form

1. **Application**
   - Compare the units completed with the outcomes of the ALC units
   - Explain clearly how you have met the outcomes

2. **Documentation**
   - Provide official academic transcript/s
   - Provide detailed descriptions/learning outcomes for the units completed (within the past 10 years)

**Step 4**
Submit the request for credit form with the application for admission

**What ALC will do**

**Step 1**
HoS receives and checks request for credit; consults with student as necessary

**Step 2**
HoS forwards credit request to the ALC Coursework Coordinator (the Dean)

**Step 3**
Dean pre-assesses request, completes UD credit application form and submits it to the UD Director of Academic Services

**Step 4a**
UD Director of Academic Services assesses credit application

**Step 4b**
UD L&T Committee gives ruling

**Step 4c**
UD advises the Dean

**Step 5**
UD processes the ruling

**Step 6**
Student is informed of the outcome of credit request

---

**Legend**

| UD = University of Divinity |
| L&T = UD Learning & Teaching Committee |

**Associated documentation**

Policy: Course Credit Policy
Form: Request for credit form

---

C506 Approved: 21/11/2016