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 the Office of Student Records (student.records@alc.edu.au) 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**
The Dean (ALC’s Course Adviser) receives and checks request for credit; consults with student as necessary.

**Step 2**
Dean pre-assesses request and completes UD credit application form. Registrar submits form, evidence and application to UD.

**Step 3a**
UD Director of Academic Services assesses credit application.

**Step 3b**
UD L&T Committee gives ruling.

**Step 3c**
UD advises the Dean.

**Step 4**
UD processes the ruling.

**Step 5**
Registrar informs student of the outcome of credit request.

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**Legend**
UD = University of Divinity
L&T = UD Learning & Teaching Committee

**Associated documentation**
Policy: [Course Credit Policy](#)
Form: [Request for credit form](#)