I. Overview

In accordance with the premise that learning can happen through any number of means, SNL’s Graduate Programs (MAAPS, MAEA and MSAT) remain open to considering non-credit learning activities (programs, certificates, certifications, etc.) for possible application within designated portions of its curricula.

II. Review & Decision Process

Anyone (graduate student, faculty member, administrator, etc.) interested in proposing a non-credit learning activity for possible application within one or more of SNL’s Graduate Programs may submit a proposal to the Graduate Curriculum and Assessment Committee (GCA). For details regarding GCA’s schedule and membership, please consult SNL Graduate Office (snlgrad@depaul.edu or 312-362-8448). Proposals are to include information regarding the following ten facets as such pertain to the proposed non-credit learning activity:

1. admission to the activity (undergrad required? experience-level required?)
2. contact hours of instruction
3. cost/fee
4. required texts/readings
5. structure/assignments
6. evidence/demonstration of learning
7. assessment process
8. credentials of instructor
9. used by other graduate programs
10. status of the activity in the profession/field

Upon review of the proposal submission and documentation as well as additional investigation/consideration of the facets above, GCA may approve the non-credit learning activity for application with or without additional study and for single application for the proposing SNL graduate student or for ongoing application by any SNL graduate student. Unless otherwise specified within the approval process, non-credit learning activities approved for use without additional study are approved per the conditions outlined below. (See III (below): Conditions of Approval.)

III. Conditions of Approval

Unless otherwise stated in writing by GCA, all non-credit learning activities that are pre-approved for application within SNL Graduate Programs (i.e., approved for application without additional study) are subject to the following conditions and/or stipulations:

1. The approved activity is applied within the parameters and requirements per program: for MAAPS—within the focus area, for MAEA—within the electives; and, for MSAT—within the non-CMD electives;
2. The approved activity’s topic/focus is aligned with the student’s area of graduate study;
3. The approved activity is applied—via waiver—for up to the number of graduate credit hours listed below per activity and is documented via DePaul’s Degree Progress Report/DPR and, in the case of the MAAPS Program, the MAAPS Narrative Transcript. (*NOTE: Per each program guidebook, the total number of credit hours “waive-able and/or transfer-in-able” within a student’s complete graduate degree program is limited to no more than 8.)
4. The approved activity is current in terms of the student’s engagement/completion at the time it is applied to the graduate program. (For certification, current = active certification. For programs, current = program completion within six years prior to completion of graduate program into which it is applied.);
5. The approved activity is completed with a grade of B or better (if grades are assigned); and,
6. The approved activity is not applied within any other academic degree program—either at DePaul or elsewhere.

IV. Pre-approved Non-credit Activities (CURRENT LIST)

The following non-credit learning activities have been pre-approved for application within SNL Graduate Programs if/when applied in accordance with the six Conditions of Approval listed in Section III of this document.

Non-Credit Courses:
- **Entrepreneurship Primer**: The Primer includes approximately 45 hours of instruction over 15 weeks. It includes coaching and an institute test. Results in CPE-grade. *(SNL Grad Application = waiver of up to 4 grad credit hours—per Conditions of Approval above.)*
  The primer is offered by DePaul’s Continuing & Professional Education unit/CPE.

- **MBA Primer**: The Primer includes approximately 45 hours of instruction over 15 weeks. It includes assignments, quizzes, final exam and team project. Results in CPE-grade. *(SNL Grad Application = waiver of up to 4 grad credit hours—per Conditions of Approval above.)*
  The primer is offered by DePaul’s Continuing & Professional Education unit/CPE.

- **SCUPE: Biblical Hermeneutics (Bib 302)**: The Course includes approximately 33 hours of instruction over 11 weeks. It includes assignments, midterm, and final exam. Results in letter grade from SCUPE. *(SNL Grad Application = waiver of up to 4 grad credit hours—per Conditions of Approval above.)*
  This non-credit course is offered by Seminary Consortium for Urban Pastoral Education/SCUPE.

- **SCUPE: Introduction to Black Theology (Theo 321)**: The Course includes approximately 39 hours of instruction over 13 weeks. It includes assignments, presentation, and final research paper. Results in letter-grade from SCUPE. *(SNL Grad Application = waiver of up to 4 grad credit hours—per Conditions of Approval above.)*
  This non-credit course is offered by Seminary Consortium for Urban Pastoral Education/SCUPE.

Non-Credit Certificates:
- **Financial Planning Certificate**: This certificate includes approximately 230 hours of instruction over six 11 week courses. It includes assignments, quizzes, and final exams. Results in CPE-grade. *(SNL Grad Application = waiver of up to 8 grad credit hours—per Conditions of Approval above; 4cr for course; 4cr for Financial Planning certification.)*
  The financial planning certificate is offered by DePaul’s CPE.
Project Management Certificate: This certificate includes 60 hours of instruction over two 10 week modules. It includes assignments, quizzes, a final exam and team project. Results in CPE-grade. (SNL Grad Application = waiver of up to 8 grad credit hours—per Conditions of Approval above; 4cr for course; 4cr for PMP certification.) The project management certificate is offered by DePaul’s CPE.


WLPI • Workplace Learning & Professional Institute: The WLPI includes 49 hours of instruction over 7 weeks, includes an application project, summary report and brief presentation. Results in certificate of completion. (SNL Grad Application = waiver of up to 2 grad credit hours for completed certificate—per Conditions of Approval above.) The WLPI is offered by ASTD Chicago Chapter. http://www.ccastd.org/?page=WLPI.

Non-Credit Certifications/Credentials:

CPLP • Certified Professional in Learning & Performance: The CPLP includes approximately 60 hours of exam preparation through an onsite or online workshop, study group or self-study. It also includes approximately 60 hours of work project preparation, a project presentation and certification exam. Results in CPLP certification. (SNL Grad Application = waiver of up to 8 grad credit hours for CPLP certification—per Conditions of Approval above.) The CPLP is offered by ASTD. http://www.astd.org/Certification.

CSCP • Certified Supply Chain Professional (offered by APICS): The CSCP includes 42+ hours of instruction to prepare participants for the CSCP certification exam. It also includes a certification exam. Results in CSCP certification. (SNL Grad Application = waiver of up to 4 grad credit hours for CSCP certification—per Conditions of Approval above.) The CSCP is offered by APICS. http://www.apics.org/careers-education-professional-development/certification.

CSSBB • Six Sigma Black Belt Certification (offered by ASQ): The CSSBB includes 50 hours of direct instruction. The certification includes individual, group, and project-based activities, as well as an application project and certification exam. Results in CSSBB certification. (SNL Grad Application = waiver of up to 4 grad credit hours for CSSBB certification—per Conditions of Approval above.) The CSSBB is offered by ASQ. http://cert.asq.org/certification/control/six-sigma/index.

GPHR • Global Professional in Human Resources Certification (offered by HRCI): The GPHR includes 30 hours of instruction to prepare participants for the GPHR exam. It also includes a certification exam. Results in GPHR certification. (SNL Grad Application = waiver of up to 4 grad credit hours for GPHR certification—per Conditions of Approval above.) The GPHR is offered by HRCI. https://www.hrci.org/our-programs/our-certifications.

LEED AP • Leadership in Energy & Environmental Design Professional Credential (offered by USGBC): The LEED AP includes 80-90 hours of independent study to prepare participants for the LEED AP professional credential exam. Results in LEED AP professional credential. (SNL Grad Application = waiver of up to 2 grad credit hours for LEED AP credential—per Conditions of Approval above.) The LEED AP is offered by U.S Green Building Council. http://www.usgbc.org/leedap.

MCSA • Microsoft Certified Solutions Associate Certification (offered by SQL): The MCSA includes 120 total hours of instruction consisting of 3 courses each 40 hours. It includes an instructor-guided presentation, lab assignment, and 3 Microsoft competence exams. Results in MCSA certification. (SNL Grad Application = waiver of up to 4 grad credit hours for MCSA certification—per Conditions of Approval above.) The MCSA is offered by SQL. http://www.microsoft.com/learning/en-us/mcsa-sql-certification.aspx.
MCSE-BI • Microsoft Certified Solutions Expert – Business Intelligence (offered by SQL): The MCSE-BI includes 80 total hours of instruction consisting of 2 courses each 40 hours. It includes an instructor-guided presentation, lab assignment, and 2 Microsoft competence exams. Results in MCSE-BI certification. (SNL Grad Application = waiver of up to 4 grad credit hours for MCSE-BI certification—per Conditions of Approval above.) The MCSE-BI is offered by SQL. See http://www.microsoft.com/learning/en-us/mcse-sql-business-intelligence.aspx.

SPHR • Senior Professional in Human Resources Certification (offered by SHRM): The SPHR includes 36 hours of instruction to prepare participants for the SPHR certification exam. It also includes a certification exam. Results in SPHR certification. (SNL Grad Application = waiver of up to 4 grad credit hours for SPHR certification—per Conditions of Approval above.) The SPHR is offered by SHRM. http://www2.shrm.org/assuranceoflearning/index.html.