

# Request for Assessment of Previous Learning

(Supporting documents must accompany this request)



**PLEASE PRINT** — INCOMPLETE OR INCORRECT INFORMATION WILL CAUSE DELAYS IN PROCESSING

**RETRIEVAL INFORMATION**

Ms    Mr   \_\_\_\_\_   **Student #** \_\_\_\_\_  
 Miss    Mrs   \_\_\_\_\_   **Last Name**   \_\_\_\_\_   **First Name**   \_\_\_\_\_   **Middle Name**

**Daytime Telephone #** \_\_\_\_\_   **Email Address** \_\_\_\_\_   **Program** \_\_\_\_\_

**Term**    Fall    Winter    Summer   **Campus**    Barrie    Orillia    Owen Sound    Midland    Muskoka    Other \_\_\_\_\_

List the name and number of the Georgian course(s) for which you seek assessment		List source of learning: include credit course code & name of course(s) taken, year, grade and/or life and work experience(s)			Academic Recommendation	
Georgian Course Code	Georgian Course Name	Subject & Course Code	Course Name & Institution	Grade	<b>PLEASE PRINT</b> — INCOMPLETE OR INCORRECT INFORMATION WILL CAUSE DELAYS IN PROCESSING	
					Name _____ Date _____	<input type="checkbox"/> YES <input type="checkbox"/> NO Signature _____
					Name _____ Date _____	<input type="checkbox"/> YES <input type="checkbox"/> NO Signature _____
					Name _____ Date _____	<input type="checkbox"/> YES <input type="checkbox"/> NO Signature _____
					Name _____ Date _____	<input type="checkbox"/> YES <input type="checkbox"/> NO Signature _____
					Name _____ Date _____	<input type="checkbox"/> YES <input type="checkbox"/> NO Signature _____

- NOTES:**
- Accredited University/College **official** transcripts must be submitted with this request together with a summary, course outline or course description of the equivalent subject. **Failure to provide this information WILL prevent processing of your request.**
  - Please refer to detailed process on page two.

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Office of the Registrar Approval (for office use only)**

Fee Required    YES    NO   Amount Assessed \$ \_\_\_\_\_  
 Amount Paid \$ \_\_\_\_\_   Date \_\_\_\_\_  
 Decision Approved by Registrar / Designate \_\_\_\_\_  
 Date \_\_\_\_\_

## Excerpt from the Academic Calendar Policies and Procedures section.

This can also be found on the Georgian College website at: <http://www.georgianc.on.ca/admissions/policies-procedures/registration>

### 3.3.1 Exemptions

An exemption based on another credit course or courses may be granted for a credit course that is part of a student's program. Normally, credit will only be granted for courses taken at accredited institutions with a grade of 60 per cent (C) or better, with the exception of Bachelor degrees in applied studies which require 65 per cent or better. Exemptions are granted on an individual basis and involve the examination of previous educational credentials. If the exemption is granted, the transcript will show the code "EX" and no course mark will be recorded.

An exemption may be granted for a co-op work term that is part of a student's program, based on a completed accredited co-op work term from another post-secondary institution's academic co-op program where the outcomes of the co-op work term match the outcomes of Georgian's co-op work term. It must be a learning-outcome based experience. If an exemption is granted, the transcript will show the code "EX" and no course mark will be recorded. The student will have to complete at least one co-op work term while at Georgian College as part of his or her program. The result of an exemption assessment is final and is not subject to appeal.

### 3.3.2 Process

For the student to properly plan his or her academic progress at the College, all requests for exemptions should be made prior to initial registration. To avoid complications arising from possible denial of requests, exemptions should be requested two months prior to the start of the course. In all cases, exemption requests must be submitted no later than 10 working days after the start of the course or co-op work term. A fee of \$50 per course is required for exemption requests, to a semester maximum of \$100, except where noted otherwise.

The following steps are to be followed:

- The student must review the course outline/description of the Georgian College course for which he or she is seeking credit;
- At this point, a consultation with the instructor is recommended;
- The student must ensure that he or she has obtained the documentation for the course in his or her previous studies, including his or her course grade (official transcript) and course outline/description that will allow an assessor to evaluate whether the learning outcomes match those of the Georgian College course and whether the student's performance is sufficient to warrant exemption. An examination or other summative

evaluation may be required. If the student is requesting exemptions based on taking credit courses at an institution outside Canada, it may be necessary for the academic area to check with the Office of the Registrar to ensure that Georgian recognizes that institution for credit purposes;

- The student must complete a Request for Assessment of Previous Learning form (available in the Office of the Registrar), and pay the fee;
- The student must then take the completed form to his or her program area's Academic Officer, who will arrange for the exemption assessment;
- Notification of final results of the request will be posted on the College's Student Information System. Students should check their student records on the Web. If there are any questions on approved requests, please check with the academic area. Copies of declined requests may be obtained through the academic area.

### 3.3.3 Prior Learning Assessment and Recognition (PLAR)

PLAR is an evaluation of prior formal and informal learning acquired through life and work experience. It involves the assessment and evaluation of acquired equivalent knowledge and skills that match the learning outcomes of a Georgian College course. The focus of assessment is on evaluation of learning using a variety of techniques. Learning is assessed on an individual basis. Credits awarded through PLAR will be transcribed in the same way in which credits are normally transcribed in each course, without any indication that credits were acquired through PLAR. The result of a PLAR assessment is final and is NOT subject to appeal. Unsuccessful PLAR challenges are not recorded on the transcript.

### 3.3.4 Co-op PLAR

Prior work experience and skills attained in a non-accredited work environment may be used to request PLAR where the outcomes of a co-op experience for a Georgian academic co-op program have been achieved. The work experience must be equivalent in quality and depth to Georgian's co-op work experience and reflect its learning outcomes. An evaluation statement by the student's employer for this work experience is required. If the PLAR request is granted, the transcript will show an "P". Completion of at least one co-op work term is required for each co-op program at Georgian College.

### 3.3.5 Guidelines

A course is challenged using PLAR based on life and work experience gained through one or more of the following: employment, independent study, training programs, non-credit courses, travel, volunteer and community work or special skills and interests. Learners may obtain up to 75 per cent of their program certificate or diploma courses through PLAR. For college degree programs, up to 50 per cent of the courses in the program may be obtained by using PLAR.

Prior learning can be assessed in a number of ways. Some methods include examination, performance observation, skills demonstration, interview and portfolio evaluation. Failed credit courses do not qualify for PLAR challenge unless documentation to support life and work experience is provided and the acquired learning has taken place after failing the course. Consultation with the PLAR facilitator and the individual instructor is recommended prior to submitting a formal request for assessment at the Office of the Registrar. If the PLAR request is granted, the student's grade will be recorded on the transcript. Unsuccessful PLAR challenges are not recorded on the transcript.

### 3.3.6 Process

For a student to properly plan his or her academic progress at the College, all requests for PLAR should be made at the time of initial registration. To avoid complications arising from possible denial, requests should be made two months prior to the start of the course for which the student is requesting PLAR. In all cases, PLAR requests must be submitted no later than 10 working days after the start of the course or co-op experience. A fee of \$116 per course is required for PLAR requests. Not all courses are eligible for PLAR. Check the official course outline for eligibility.

The process for a student to request a PLAR evaluation is as follows:

- The student must review the course outline/description of the Georgian College courses for which he or she is seeking PLAR. At this point, a consultation is recommended; please contact The Office of the Registrar at: [registrar@georgianc.on.ca](mailto:registrar@georgianc.on.ca).
- The student must ensure that documentation for the experience has been obtained (including a statement from his or her supervisor if for co-op) that will allow an assessor to evaluate whether the learning outcomes match those of the Georgian College course and whether the student's performance is sufficient to warrant PLAR. Examinations or other summative evaluations as indicated above may be required;
- The student must complete a Request for Assessment of Previous Learning form (available in the Office of the Registrar or online), and pay the fee;
- The Office of the Registrar forwards the PLAR application to the program co-ordinator;
- Notification of final results of the request will be posted on the College's Student Information System.