



# Request for Assessment of Previous Learning

(Supporting documents must accompany this request)

STUDENT # \_\_\_\_\_ ← NINE DIGIT STUDENT NUMBER MUST BE FILLED IN IF KNOWN

INCOMPLETE OR INCORRECT INFORMATION WILL CAUSE DELAYS IN PROCESSING

\*For credit transfer/course exemptions, please submit your official transcript to the Office of the Registrar

## STUDENT INFORMATION

Ms     Mr.  
 Miss     Mrs.

Last Name

First Name

Middle Name

Student # \_\_\_\_\_

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

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	FOR PROGAM AREA USE ONLY		
					Name _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
					Date _____	Signature _____	
					Name _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
					Date _____	Signature _____	
					Name _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
					Date _____	Signature _____	
					Name _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
					Date _____	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.
- For more information, please refer to the Academic Policies and Procedures on the website [GeorgianCollege.ca](http://GeorgianCollege.ca).

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

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

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

Fee Required     YES     NO    Amount Assessed \$

Paid \_\_\_\_\_     Charged \$ \_\_\_\_\_ Date \_\_\_\_\_

Decision Approved by Registrar / Designate \_\_\_\_\_

Date \_\_\_\_\_

# Excerpt from the Academic Calendar Policies and Procedures sections.

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

## 3.3 Assessment of Previous Learning

A number of ways are provided to enable students to have a previous learning experience assessed for credit toward a certificate, diploma or degree. The student may be interested in pursuing assessment of previous learning if he or she has any of the following:

- Post-secondary credits from an accredited and recognized institution that match at least 80 percent of Georgian College course learning outcomes in his/her program of study (course exemption);
- A number of completed, related, accredited and, recognized courses, semesters or, years of post-secondary education (advanced standing);
- Equivalent skills and knowledge acquired through learning, life and/or, work experience that match at least 80 per cent of the learning outcomes of the Georgian College course(s) in his/her program of study (Prior Learning Assessment and Recognition exemption).

If a student fails a course that is not subsequently offered by the College, he or she must successfully complete an equivalent credit course either at Georgian College or at another post-secondary institution. The chosen course must be deemed equivalent by the student's program co-ordinator and the Office of the Registrar prior to enrolment in the course. At the time of the request, the student must be In Good Standing (see Promotional Status chart). The request and the program co-ordinator's approval must be forwarded to the Office of the Registrar in writing. If a positive decision is made, the Office of the Registrar will issue a Letter of Permission (see section 3.3.7, Letters of Permission).

If a student has completed a credit course at Georgian in one program and wishes to use that same course for credit toward another program, no documentation is required provided the course codes are identical. The course and grade will automatically be used toward graduation. If the course code is different, the student is required to either check with their program co-ordinator or with the Office of the Registrar to determine whether or not these courses are equivalents.

General Education credits are transferable between College programs. For example, if a student completes four General Education courses in the Business program and then transfers to the Advertising program, the four General Education courses can be applied toward the Advertising program. No documentation is required. General Education credits, however, are not transferable from College to degree programs. For example, if a student completes two General Education courses in the Pre-Health program and is then admitted to the BScN program, the General Education courses cannot be used toward the BScN program.

### 3.3.1 Course Exemptions

A course 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 and recognized institutions with a grade of 60 per cent (C) or better. Course exemptions are granted on an individual basis and involve the evaluation of previous educational credentials. If the course exemption is granted, the transcript will show the code "EX" and is not included in the GPA calculation.

A course exemption may be granted for a co-op work term that is part of a student's program based on a completed accredited and recognized co-op work term from another post-secondary institution where the outcomes of the co-op work term match at least 80 per cent of the outcomes of Georgian's co-op work term. It must be a learning outcome-based experience. If a course exemption is granted, the transcript will show the code "EX" and no course mark will be recorded. The student must complete at least one co-op work term while at Georgian College as part of his/her program. The result of a course exemption assessment is final and is not subject to appeal.

Students with five or more courses (or one semester of study) at the baccalaureate degree level, with a grade of 60 per cent (C) or better, from an accredited and recognized institution where the language of instruction is English in a country where English is the primary language – meeting at least 80 per cent of the learning outcomes – may receive COMM1016. Students with a completed university degree in English, Health, Business or Technology from an accredited institution where the language of instruction is English in a country where English is the primary language may receive both COMM1016 and

COMM1017. Students must visit the Communications department for exemption approval in either situation and follow the course exemption process.

#### 3.3.1.1 Process

For the student to properly plan his or her academic progress at the College, all requests for course 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, course 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 course exemption requests, to a semester maximum of \$100. The following steps are to be followed:

- It's the student's responsibility to be informed of the Georgian College course(s) for which he or she is seeking exemption;
- At this point, a consultation with the academic area is recommended;
- The student must obtain documentation for the course(s) in his or her previous studies, including his or her course grade (official transcript) and course outline/description. This documentation 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 course 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 College recognizes that institution for credit purposes. If documentation is in a language other than French or English, the student may have to arrange for official translation of the documents if assistance in the language in question is not available at Georgian College;
- The student must complete a Request for Assessment of Previous Learning form (available in the Office of the Registrar), and pay the fee for his/her course exemption request;
- The student must then take the completed form to his or her program area to arrange for an official exemption assessment.
- Students should check their student records online for course exemptions which have been granted.

If there are any questions regarding assessments, please check with the academic area or the Office of the Registrar.

#### 3.3.2 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 at least 80 per cent of the learning outcomes of a Georgian College course. The evaluation of learning is accomplished using a variety of techniques. Learning is assessed on an individual basis and how well that learning is presented. If the PLAR exemption is granted, the transcript will show the code "P" and no course mark will be recorded unless the assessment method was strictly a challenge exam. A PLAR exemption is not included in the GPA calculation. The result of a PLAR assessment is final and is NOT subject to appeal. Unsuccessful PLAR challenges are not recorded on the transcript.

#### 3.3.2.1 Co-op PLAR

Prior work experience and skills attained in a non-accredited work environment may be used to request PLAR where at least 80 per cent of the learning 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 exemption is granted, the transcript will show the code "P" and is not included in the GPA calculation. The student must complete at least one co-op work term while at Georgian College as part of his or her program.

#### 3.3.2.2 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, community work and/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 challenge

exam, 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 Office of the Registrar and the individual instructor is recommended prior to submitting a formal request for assessment at the Office of the Registrar.

#### 3.3.2.3 Process

For a student to properly plan his or her academic progress at the College, all requests for PLAR exemptions 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 exemption. In all cases, PLAR requests must be submitted no later than 10 working days after the start of the course or co-op work term. A fee of \$138 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 be informed of the Georgian College course(s) for which he or she is seeking PLAR exemption;
- At this point, a consultation with the academic area or Office of the Registrar is recommended;
- The student must ensure that the requested documentation for the experience has been obtained (including a statement from his or her supervisor if for co-op). This documentation 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 exemption. Challenge exams or other summative evaluations as indicated above may be required;
- If documentation is in a language other than French or English, the student may have to arrange for official translation of the documents if assistance in the language in question is not available at Georgian College;
- **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 for his/her request;**
- **The student must then take the completed form to his/her program area to arrange for an official PLAR exemption assessment;**
- **Students should check their student records online for PLAR exemptions which have been granted.**

If there are any questions regarding assessments, please check with the academic area or the Office of the Registrar.

#### 3.3.3 Letters of Permission

If a student wishes to take and use an equivalent post-secondary course outside his or her program, whether at Georgian College or another post-secondary institution, the following steps must be followed:

- The student must provide a course outline of the proposed post-secondary credit course to his or her program co-ordinator or, in the case of college-wide courses, to the Communications or General Education co-ordinator;
- In consultation with faculty, the co-ordinator will complete a Letter of Permission request form.
- The student will submit the completed form to the Office of the Registrar. This must occur prior to the start of the course;
- If approved, the student will pay the \$50 fee and receive an official Letter of Permission from the Office of the Registrar.

**Note: Only students in good standing are eligible for a Letter of Permission. The \$50 fee is payable per course request.**

This process can be followed only if the course that is intended for credit has not yet started. Students may have to adjust their plans if permission is not granted. If the approved credit course is completed successfully outside Georgian College, students must subsequently provide an official transcript to the Office of the Registrar. Normally, credit will be granted only for courses taken at accredited institutions with a grade of 60 per cent (C) or better. The designation "EX" will appear on the student's transcript and is not included in the GPA calculation.