

## Want to Know More?

### What is a Transfer Credit?

A transfer credit is the evaluation of your past education and experience to determine if you are eligible for advanced entry to a program or individual course.

### What type(s) of credit does Georgian College award?

1. Individual and Block Transfer - Completed at least one full semester or year of study at another accredited post-secondary institution
2. Advanced Standing - Transferring into the same or similar program at Georgian College and have completed at least one full semester of studies. If you are transferring from or previously attended an Ontario College, please visit [ONtransfer](#) for course equivalencies and transfer pathways.

### Is there a cost to apply for transfer credits?

Yes, there is a non-refundable application fee (even if your request is denied) to apply for transfer credits. Please refer to the [Associated fees](#) on the Credit Transfer webpage or the [transfer credit form](#) for fee and payment details.

### Where do I find the credit transfer form?

The transfer credit form can be found on the [Credit Transfer](#) page on the Georgian College webpage under “Forms” or by clicking [here](#).

### Is there a deadline for applying to transfer credits?

It is advised that transfer credit applications are submitted 60 days prior to the start of your program. This will allow for sufficient processing time to complete the assessment and make changes to course registration (if applicable).

### What is a course outline?

Course outlines are used to help assess course learning outcomes for transfer credits and PLAR. They must come directly from the institution who delivered the course and should include: name of the institution, course name, course code, title along with the year, course description, learning outcomes, and grading schemes.

### What are the minimum grade requirements to apply for a transfer credit?

Transfer credits will be awarded for approved courses from a recognized and/or accredited post-secondary institution achieving a minimum overall GPA of 60% (some Georgian courses require a higher course GPA). Some exceptions by program may apply.

### How long will it take to receive a decision on my application?

Processing time is typically 4 to 6 weeks once the Credit Transfer team receives all required documentation, however, these times may be longer depending on the time of year.

### How do I check the status of my application?

You will be able to see your courses in [MyPath](#) (once you have registered) if they have been accepted and entered into the system. You will be contacted by the credit transfer team with the result of your application.

### My Transfer credit was approved and I'm enrolled in the course, how do I withdraw?

If your transfer credit application was approved and you are currently enrolled in the course, you can withdraw from the course through your Banner account without academic penalty, as long as this is prior to the add/drop deadline. If the approval comes after the add/drop deadline, you are still able to withdraw from the course through Banner without academic penalty until the withdrawal deadline. Please see the [Important Dates](#) for more information.

### If I completed courses at an institution outside of Canada, can I still apply for transfer credits? If so, what do I require?

Yes, you can still apply for transfer credits if you completed courses at a recognized institution outside of Canada. You will still be required to complete the transfer credit application form and provide the following: official transcript(s) and detailed course outline(s) (translated if necessary). All international transcripts must be evaluated on a course-by-course basis by one of the following certified credential evaluation services:

- World Education Services (WES)
- International Credential Assessment Service (ICAS)

### What if I want to apply for more transfer credits?

If you want to apply for more transfer credits you would simply have to complete another form and attain supporting documents (if required). The transfer credit fee covers any additional transfer credits for that academic year.

### What is a Prior Learning Assessment Recognition?

Prior learning assessment and recognition (PLAR) is an academic credit option for learners with significant learning/life experience that may be equivalent to a college/university course credit. It involves the assessment and evaluation of acquired relevant knowledge and skills that match at least 80 per cent of the learning outcomes of a Georgian College course. Examples of where you can acquire learning:

- On-the-job training
- Non-credit courses / independent study
- Military service
- Community and family activities
- Hobbies and volunteer activities

## What is the difference between a transfer credit and PLAR?

**Transfer Credits** – are courses previously taken at another institution achieving a minimum GPA of 60%. While, a **PLAR** – is based on relevant work or life skills and knowledge gained prior to starting your program at Georgian.

## What Documentation is required to apply for a PLAR?

For a PLAR evaluation, program coordinators or academic designate may ask you to provide evidence of your experiences such as:

- portfolio of experiences
- course/workshop outlines and syllabi
- job descriptions outlining duties and activities
- letter from previous/current employer(s)
- formal credentials (certification, accreditation, license, etc.)
- oral/written/practical challenge examination

## Is there a cost to apply for a PLAR?

Yes, there is an application fee to apply for PLAR. Please refer to the [Associated fees](#) on the Credit Transfer webpage or the [PLAR Request Form](#) for fee and payment details.

## What is the processing time for a PLAR application?

It is recommended that requests for PLAR assessment be made two months (60 days) prior to the start date of the course for which you are requesting a PLAR exemption. PLAR requests submitted after the start date of the course may not be accepted and will be considered on an individual basis.

## How is a PLAR assessed and evaluated?

At Georgian there are two ways to PLAR out of a course:

- **Portfolio** – a group of documents that shows record of your experience as it relates to the course. This may include resumé, cover letter, certifications, performance appraisals, employer letter, job descriptions, hours worked, etc.
- **Challenge exam** – developed by the subject matter expert (lead faculty) who evaluates your knowledge against the learning outcomes

## How does a PLAR appear on my transcript?

Either a grade (when possible) OR the designation “P” will be recorded on your transcript.

## Who do I contact if I have other questions regarding Transfer Credits?

If you have any questions about Transfer Credits, please email the [Transfer Credit Team](#). You may also stop by in person. We are located in the Office of the Registrar at the Barrie campus, 1<sup>st</sup> Floor C Building.