



CONTINUING EDUCATION
PLAR



Prior Learning Assessment and Recognition

Student Information Package

(last edited February 2011)

www.durhamcollege.ca/coned

Overview

Prior Learning Assessment and Recognition (PLAR) is the process you can use to gain college credits for learning and skills acquired through previous experiences. This may include workplace training, life experiences, self-directed study, community work, travel, hobbies and military service.

PLAR helps you focus on your accomplishments and plan towards personal and professional goals. PLAR is intended for students who are resuming their education rather than those continuing directly from secondary school. By using the PLAR process, you may be able to complete a college certificate or diploma program in less time. Candidates who successfully meet the learning outcomes of a specific course may be granted credit based on the assessment of their prior learning. Candidates must be at least 19 years of age or have earned a secondary school diploma.

How do I gain credit?

In order to gain credit through PLAR, you must:

- review the program of study and identify which course(s) you would like to challenge
- review the learning outcomes which can be found in the Program Guide and/or course outline
- register for PLAR and pay the fee
- successfully demonstrate that the learning outcomes have been met

Where do I start?

Call 905.721.3053 or 905.721.2000, ext. 2500 or 1.888.627.1191 or email lynn.oliver@durhamcollege.ca or visit the Continuing Education office at 2000 Simcoe Street North, Oshawa to speak with a staff member to establish eligibility for PLAR and be provided with a detailed course outline for the course that is being challenged.

How do I apply?

Candidates must complete a PLAR Registration form, PLAR Policies and Procedures form and pay the **non-refundable** fee of \$126.67, per course challenge, before the process begins. Payment may be made in-person (cash or debit), via credit card or money order.

How many credits can I receive?

The PLAR process can be used to earn up to 75% of the subject credits required in a given certificate or diploma program. The remaining subject credits must be taken under the direct supervision of Durham College faculty.

How are grades assigned?

Credits gained through PLAR will be assigned a grade and are transcribed in the same manner as credits earned through coursework at the College. The assigned grades from PLAR assessments **impact** a student's Grade Point Average (GPA).

What will I have to do?

You will have to demonstrate your knowledge of the course learning outcomes. The assessment method may include, but is not limited to, one or more of the following:

- written test/examination
- observation/demonstration of skill
- presentation board
- assignment or essay
- submission of a portfolio
- oral/videotaped presentation

The assessment format will be determined by the subject matter expert.

Are all subjects PLAR challengeable?

No, not all subjects are eligible for PLAR. Subject eligibility for PLAR is noted on the course outline.

Is there a possibility that a challenge may be unsuccessful?

Yes. If there is not sufficient evidence that the course learning outcomes have been met, a challenge can be deemed unsuccessful.

Can I do a challenge over again?

No. The PLAR process can be initiated once per course.

Important information for current post-secondary students:

- Applications for PLAR should be completed prior to course commencement. In any case, if you are enrolled in the course, you **must apply and make payment for PLAR within the first two weeks of course commencement**. Registrations will not be accepted after the deadline date.
- If you are currently enrolled in the course you have applied to challenge, it is strongly recommended that you remain in the course until the PLAR process is complete in case the PLAR challenge is not successful. However, you may choose to withdraw from the course. In either case, please discuss your intentions with your professor.
- There is no reimbursement of PLAR fees toward full-time tuition fees.

For further information, please contact:

Lynn Oliver, Administrative Officer (PLAR)
Durham College, Continuing Education
2000 Simcoe Street North
Oshawa, Ontario
L1H 7K4
T 905.721.3053
F 905.721.3195
Toll free 1.888.627.1191
E lynn.oliver@durhamcollege.ca

PRIOR LEARNING ASSESSMENT & RECOGNITION FLOWCHART

Applications for PLAR should be completed prior to course commencement. In any case, students enrolled in the course must apply and make payment for PLAR within two weeks of course commencement.

1. Inquire about PLAR process at:
Continuing Education,
Gordon Willey Building,
Durham College Oshawa Campus,
Tel: 905.721.3053 or
905.721.2000,ext. 2500
e-mail: lynn.oliver@durhamcollege.ca or
coned@durhamcollege.ca



2. Review the learning outcomes and content of the course outline.



3. Apply for PLAR challenge for college course credit(s) in the Continuing Education Office, register and pay the PLAR fee in the Student Services Building and provide proof of payment to Continuing Education Office.



4. College has **20 college days** to develop a challenge process (pending availability of a subject matter expert). Challenge could be in the form of a:

- Test/Exam
- Assignment
- Portfolio/Interview
- Practical Demonstration



5. In the case of a formal exam, students must complete the challenge within **10 college days** of notification from the PLAR office. In the case of other forms of evaluation, the number of college days are specified by the subject matter expert.



6. Subject matter expert has **10 college days** to assess the challenge and return challenge results to the PLAR office.



7. PLAR office notifies candidate and Registrar's Office of challenge results within **five (5) college days** of receiving graded assessment. Grade(s) are made available for viewing through the College website.

PRIOR LEARNING ASSESSMENT AND RECOGNITION POLICIES AND PROCEDURES

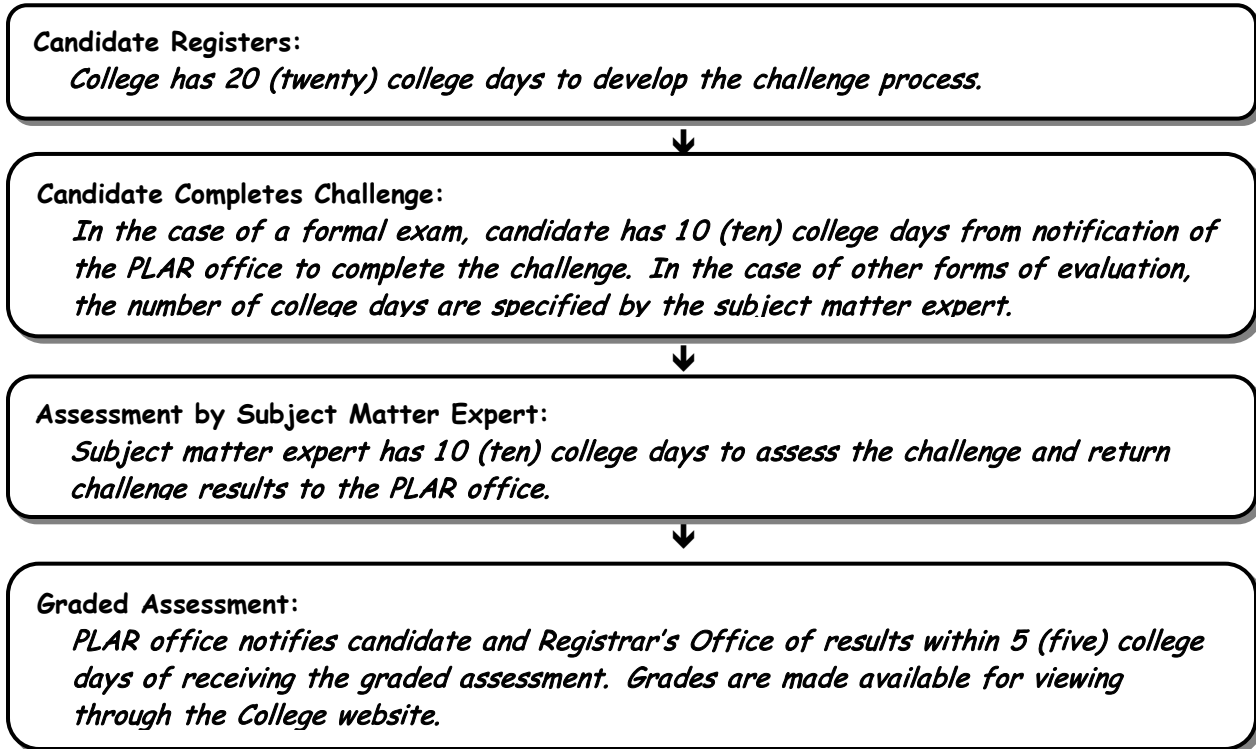
POLICIES:

1. Fees for PLAR challenges are set by the Ministry of Training, Colleges and Universities, as a non-refundable per course fee. Please note that some courses may have a supply fee in addition to the PLAR registration/challenge fee.
2. To be eligible, a candidate must be at least 19 years of age or be a secondary school graduate.
3. A candidate will not be able to initiate the PLAR process if s/he:
 - a. registered in the said course within the last 10 months; or
 - b. audited the course within the last ten (10) months; or
 - c. previously failed the course (*within the last 2 academic years*); or
 - d. misrepresented his/her performance in a College course for the purpose of obtaining marks or recognition.
4. Applications for PLAR should be completed prior to course commencement. In any case, students enrolled in the course **must apply and make payment for PLAR within the first two weeks of course commencement.**
5. The PLAR process is not available for all Durham College course offerings. It is the candidate's responsibility to review the course outline for the current academic year to confirm course eligibility for the PLAR process.
6. The PLAR process can be initiated once per course.
7. Credit for courses earned through the PLAR process does **not** automatically provide direct entry into a program of study. PLAR candidates must meet all admission requirements for a program.
8. The PLAR process can be used to earn up to 75% of the course credits required in a given certificate or diploma program. The remaining course credits must be taken under the direct supervision of Durham College faculty.
9. Credits gained through PLAR will be assigned a grade and are transcribed in the same manner as credits earned through coursework at the College. The assigned grades from PLAR assessments **impact** a student's Grade Point Average.
10. Academic dishonesty is considered to be a very serious offence at Durham College. The integrity and reputation of our graduates are threatened by acts of cheating and academic dishonesty; therefore, the penalties are accordingly severe. The penalties for academic dishonesty also apply to all PLAR assessments. Specific details can be found in Durham College's Academic Integrity Policy ACAD-101 and Academic Integrity Procedure ACAD-101.1.
11. An avenue of review and appeal is available to a PLAR candidate who believes that there has been unfair evaluation of an assessment. This procedure is outlined in the Durham College's Grade Appeals Policy ACAD-111 and Grade Appeals Procedure ACAD-111.1.

PROCEDURES:

1. Applications for PLAR are available in the School offices from the Student Liaison or from Continuing Education staff.
2. Applications for PLAR should be completed prior to course commencement. In any case, students enrolled in the course **must apply and make payment for PLAR within the first two weeks of course commencement.**
3. Once the candidate has reviewed the course outline, registered for the challenge, and receives the exam and/or other assessment documents, the candidate is bound to complete the challenge. Failure to do so will result in a grade of zero.
4. All assessment materials, i.e.— research assignments, artwork, portfolios, etc. must be handed into the PLAR Office where it will be forwarded to the subject matter expert for assessment.
5. Subject Matter Experts with the necessary skills and experience evaluate the PLAR challenge.
6. Documents, records, and all other assessment materials will be kept confidential. In some cases, completed documents and evaluations will remain within the College for one year. Personal portfolios that include original documents will be returned to the student.

TIMELINES:



Signature: _____ Date: _____

The college reserves the right to alter the timelines as deemed necessary pending the availability of an appropriate subject matter expert.

Prior Learning Assessment & Recognition Registration Form

Candidate Name: _____

Address: _____
 _____ **Postal Code:** _____

Telephone - Home: _____ **Work/Cell:** _____

Email Address(s): _____

Course Name: _____

Course Code: _____

- Post-Secondary
(PLA 1000)
- General Interest
(PLA 1900)
- Portfolio Assessment
- Challenge

For Office Use Only:

Student #: _____

Rec'd by: _____

Date: _____

Academic History Check _____

PLAR Timelines:

Upon Registration:

- College has 20 (twenty) college days to develop the challenge process.
 - Candidate completes challenge. In the case of a formal exam, candidate has 10 (ten) college days from notification of the PLAR office to complete the challenge. In the case of other forms of evaluation, the number of college days are specified by the subject matter expert.
 - College has 10 (ten) college days to have the challenged assessed.
 - PLAR office notifies candidate and Registrar's office of results within 5 (five) college days of receiving the graded assessment.
- The College reserves the right to alter the timelines as deemed necessary pending the availability of an appropriate subject matter expert.***

PLAR Grade Appeal Procedure

An avenue of review and appeal is available to a PLAR candidate who believes that there has been unfair evaluation of an assessment. This procedure is outlined in the Durham College's Grade Appeals Policy ACAD-111 and Grade Appeals Procedure ACAD-111.1. Candidates are responsible to become familiar with the Grade Appeal Procedure as outlined at http://www.durhamcollege.ca/EN/main/about_us/governance/policies/academic_policy.php

I declare that I have read and fully understand the above PLAR procedures. I also declare that I have not been enrolled in, nor audited (within the last 10 months) or unsuccessfully challenged (within the last 2 academic years), the above course.

Candidate's Signature

Date

Faculty Subject Expert: _____ Date of Challenge: _____

_____ Date of Evaluation: _____

Mark: _____ Successful Unsuccessful

Prior Learning Assessment Officer



Durham College Continuing Education Registration Form

Name: _____ Gender: M F

Address: _____ Birth Date: _____

City: _____ Province: _____ Postal Code: _____

E-mail Address: _____

Home Phone: _____ Work/Cell Phone: _____

Are you a returning Continuing Education student? Y ID number: _____ N

Are you currently a Durham College Post-secondary student? Y ID number: _____ N

Please note the Certificate/Diploma you are working towards: _____

Special Needs: _____

Course	Code	Campus	Start Date	Day	Time	Fee

**Please note:
Personal cheques are no longer accepted.**

Total Fees: \$ _____

VISA MasterCard American Express

Expiry Date: _____ Credit Card Number: _____

Card Holder Name: _____ Card Holder Signature: _____

Refunds/Course Cancellations

Durham College reserves the right to cancel courses, change course locations, teachers, dates or content as deemed necessary. Students will be notified by phone. Full details available online.

Course Cancellation

A full refund will be issued if the college deems it necessary to cancel a course.

Withdrawals and Refunds

Once registered, you are academically and financially responsible for your course(s) unless you withdraw officially by the deadlines below. You must complete an Official Withdrawal Form and submit it to the Continuing Education Office. Forms are available in the Registration and Continuing Education offices as well as online at www.durhamcollege.ca/coned. All withdrawals are subject to a \$30 administration fee.

In-class Courses

Students may withdraw/transfer prior to the start of the third class. You are allowed one transfer per semester; transfers are not eligible for a withdrawal refund.

Field Placements/Clinicals

Students may withdraw/transfer during the first 13 days after the official start date. Once students are cleared for placement no refund or transfer will be accepted.

In-class Courses (that are 16 hours in duration or less), Motorcycles/Weekend Workshops/Seminars: Students may withdraw/transfer no later than three college days prior to the scheduled start date.

Online Semester/Monthly Intake/ Correspondence Courses

Students may withdraw/transfer during the first 13 days after the official course start date. After the final withdrawal date no refunds/transfers will be issued. Visit www.durhamcollege.ca/coned, click on Distance and Online Education, to view Important Dates. Also, any course materials (e.g. books, student kits, CDs, reference materials or supplies) included in the course fee must be returned to the Distance Education office before a refund will be issued.

PLAR

Fees for PLAR are non-refundable.

Withdrawal without Academic Penalty

The last day to withdraw to avoid academic penalty is four weeks prior to the scheduled end date of the course. After this date, all marks achieved will be permanentl recorded on the student's transcript.

In accordance with section 39(2) of the Freedom of Information and Protection of Privacy Act, you are advised that the personal information collected on this form is collected under the authority of the "Ministry of Colleges and Universities Act", R.S.O., 1990 and Regulation 770. It will be used by Durham College personnel only for relevant College activities and may be used for statistical and administrative reporting purposes of the College. No personal information will be made available to third parties.