

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) FAQS

Do you have previous work, volunteer, or life experience relevant to your Durham College program? You may be eligible to challenge the learning outcomes of a course (or multiple courses) in your program through a PLAR evaluation. Reviewing the following frequently asked questions to learn more about the process.

AM I ELIGIBLE FOR PLAR?

In addition to having the requisite knowledge of the PLAR-eligible course, you must also ensure that you have not:

- Registered in or audited the course you want to PLAR in the previous ten (10) months
- Failed the course in the previous two (2) academic years
- Previously attempted to PLAR the course
- Misrepresented your performance in a college course for the purpose of obtaining marks or recognition

WHAT IF I STUDIED PREVIOUSLY AT COLLEGE OR UNIVERSITY?

If you previously studied at a recognized post-secondary institution, credit transfer would be the more appropriate route to gain recognition for your previous experience. If your previous course is denied through the credit transfer process, PLAR may still be an option.

HOW DO I KNOW IF MY COURSE IS ELIGIBLE TO PLAR?

Consult your course outline (page 2) to determine if your course is eligible for PLAR requests. You should also consult the PLAR office at PLAR@durhamcollege.ca.

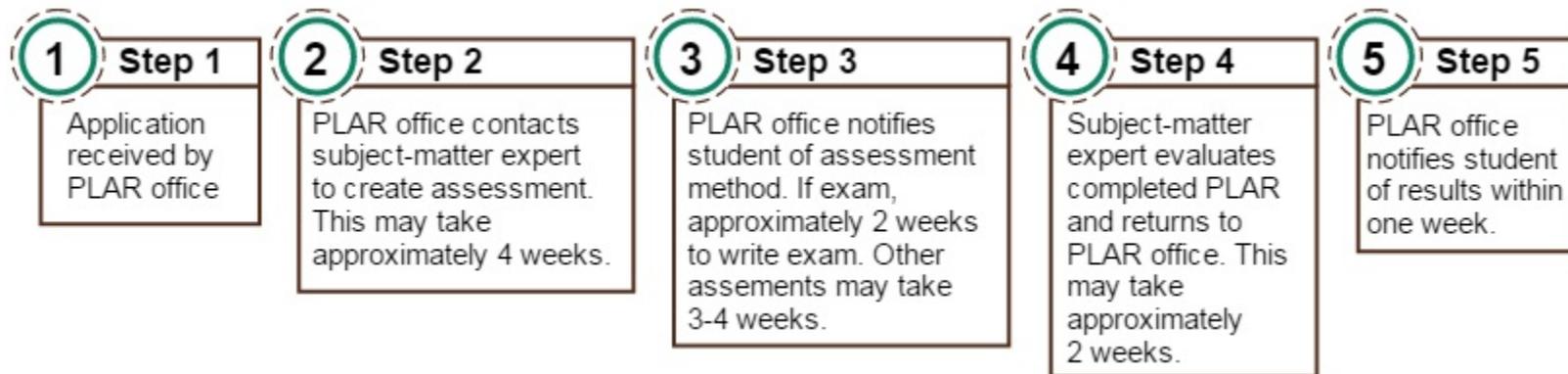
WHEN IS THE DEADLINE TO APPLY FOR PLAR?

The deadline to apply for PLAR is the **tenth** day of classes each term. This deadline applies to courses you are currently enrolled in. You may proactively apply for future-semester classes after this deadline.

Continuing Education students should **not** register in the course they wish to PLAR. A PLAR application should be submitted instead of registering for the class.

Fees for PLAR are set by the college's Finance Committee as a **non-refundable** per course fee.

WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?



HOW WILL I BE ASSESSED?

PLAR assignments are created on a course-by-course basis in a method determined by the course subject-matter expert. Samples assessments could include one or more of the following:

- Comprehensive written examination or test
- Observation or demonstration of skills
- Oral or videotaped presentation
- Portfolio submission or product assessment
- Interview

I DON'T LIVE NEAR THE COLLEGE, WHAT IF MY PLAR HAS AN EXAM?

If you are a student who lives outside a 100-kilometre radius of a local college, you can arrange to write your final exam(s) under the supervision of a proctor.

If completing a proctored exam, please note that you are responsible for obtaining a professional to act as the proctor (approved by Durham College) and any additional fees incurred, i.e. proctor fees and/or exam courier fees.

If you are using a proctor, a proctor form must be completed and returned via fax at 905.721.3113 or via email at PLAR@durhamcollege.ca. Please contact the PLAR office for additional information.

I PASSED MY PLAR – WHAT HAPPENS NOW?

Congratulations, a successful PLAR grade will be recorded to your academic record and will impact your GPA (Unless a pass/fail course). If you're full-time day student currently enrolled in the course, we will remove the class from your schedule. If you enrol in this course in a future term, you may drop the course by following the Add/Drop instructions available on MyCampus or you can e-mail PLAR@durhamcollege.ca to request the course be dropped. Please include your ID number and course code in this request.

Successfully PLARed courses that are dropped from your schedule may impact your full-time enrolment status, which could impact your OSAP funding or eligibility for other student financial aid options. Dropping to a part-time status may also impact access to other student benefits and services such as the U-Pass, medical coverage, and access to the Campus Recreation and Wellness Centre.

Tuition fees would not be refunded for successfully completed and dropped courses unless you drop to a part-time status.

I WAS UNSUCCESSFUL – CAN I APPEAL?

An unsuccessful PLAR grade is not recorded on your academic record and does not impact your GPA. If unsuccessful, you must register in the course to meet program requirements.

To ensure you do not receive an unsuccessful outcome, review the course outline fully before applying for PLAR and ensure all PLAR requirements are met. Questions about PLAR requirements can be directed to PLAR@durhamcollege.ca.

If you would like to appeal a PLAR grade, you should follow the Grade Appeal policy and procedure. Ensure proper grade appeal timelines are adhered to.

ADDITIONAL QUESTIONS OR CONCERNS? PLEASE CONTACT: PLAR@DURHAMCOLLEGE.CA