

PRIOR LEARNING RECOGNITION FORM

PLEASE READ INSTRUCTIONS ON SECOND PAGE BEFORE SUBMITTING THIS FORM

PART 1 TO BE COMPLETED BY THE STUDENT

STUDENT ID NO.:	FAMILY (LAST) NAME:	FIRST NAME:	MIDDLE NAME:
PROGRAM OF STUDY:			
I AM APPLYING FOR CREDIT IN THE COURSE LIST BELOW THROUGH <i>PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)</i> . I ACKNOWLEDGE THAT I HAVE READ <i>POLICY C2010 - PRIOR LEARNING ASSESSMENT AND RECOGNITION</i> AND THE INSTRUCTIONS OF THE REVERSE SIDE OF THIS FORM.			
COURSE # (E.G., ACCT 111): _____		COURSE NAME: _____	
STUDENT'S SIGNATURE: _____		DATE: _____	

PART 2 TO BE COMPLETED BY THE PROGRAM CHAIR (OR DESIGNATE)

A. ASSESSMENT APPROVAL	B. ASSESSMENT RESULTS
<input type="radio"/> Assessment by PLAR Approved <input type="radio"/> Assessment by PLAR Not Approved	<input type="radio"/> Credit Awarded Challenge Examination Grade: _____
1. CHALLENGE EXAM CHALLENGE EXAM DATE _____ TIME _____ LOCATION _____ MINIMUM GRADE REQUIRED FOR CREDIT _____	<input type="radio"/> Credit Not Awarded <i>The grade awarded for credit earned through PLAR is recorded as 'CR' (Completed Requirements) except in the case of Challenge Exams where the grade earned is recorded. See Policy C2020 - Grading.</i>
2. OTHER PLAR ASSESSMENT <input type="radio"/> ORAL EXAM / INTERVIEW DATE _____ TIME _____ LOCATION _____ <input type="radio"/> PERFORMANCE ASSESSMENT DATE _____ TIME _____ LOCATION _____ <input type="radio"/> PORTFOLIO ASSESSMENT SUBMISSION DATE _____ RECEIVED BY (NAME) _____ RETURN DATE _____	Assessor/Examiner Name: _____ Date: _____ Assessor/Examiner Signature: _____
CHAIR NAME: _____ DATE: _____ CHAIR SIGNATURE: _____	PROGRAM FEE ASSESSMENT THE PLAR FEE IS \$40 PLUS THE APPLICABLE PROGRAM FEE NOT TO EXCEED 75% OF THE COURSE TUITION FEE PROGRAM ASSESSMENT FEE \$ _____ DIVISION _____ BUDGET ACCOUNT _____ CHAIR SIGNATURE _____ DATE: _____

PART 3 TO BE COMPLETED BY THE OFFICE OF THE UNIVERSITY REGISTRAR

FEE ASSESSMENT <input type="radio"/> \$40 APPLICATION FEE ADDITIONAL FEE \$ _____ TOTAL FEE \$ _____ <input type="radio"/> FEES ASSESSED DATE: _____ SIGNATURE: _____	<input type="radio"/> ASSESSMENT RESULTS POSTED TO STUDENT RECORD DATE: _____ SIGNATURE: _____
--	--

PAYMENT METHOD

DEBIT CHEQUE

PERSONAL INFORMATION COLLECTION NOTICE

The personal information requested on this form is collected under Section.33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at privacy@macewan.ca

PRIOR LEARNING RECOGNITION (PLAR)

Credit awarded through PLAR is governed by Policy C2010 - Prior Learning Assessment and Recognition. PLAR credit may not be available in all courses.

INSTRUCTIONS:

This form should be completed in consultation with your program Chair (or designate).

1. The Student completes Part 1
2. The Student meets with his/her Program Chair regarding the PLAR assessment. The Chair completes Part 2A - Assessment Approval.
3. If PLAR is approved by the Chair, the student takes the form to the Office of the University Registrar for payment of the PLAR fees.
4. Payment is processed and the Office of the University Registrar forwards the original Prior Learning Recognition Form to the Program office. A copy of the form is retained by the Office of the University Registrar and placed in the student file.
5. When the assessment is complete, the results are recorded in Part 2B - Assessment Results and form is returned to the Office of the University Registrar.
6. The results are posted to the student's academic record and form is placed in the student file.
7. If applicable, the student picks up his/her portfolio on the date agreed upon by the Program and the student.