



## **APPLICATION GUIDELINES**

### **PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)**

*Assessment of learning acquired through noncredit courses,  
work experiences and/or other life experiences.*

## **PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Academic credit may be granted to a learner who is able to verify that learning acquired through life and/or work experience is college-level, course specific, and has the appropriate balance of theory and practice relative to the course.

There are two primary methods used to assess if the learning you have acquired is equivalent in level and content to a course offered by Mohawk College.

1. A **portfolio** is a folder of information that has been compiled about a learner's past experiences and accomplishments. It is a tool for organizing work/life experiences into a manageable format for assessment. Normally, a portfolio contains descriptions of learning with supporting documentation to verify learning claimed. A portfolio is not only a product, but it is also a process by which prior learning experiences can be translated into educational outcomes, documented and assessed for academic credit.
2. A **challenge process** is an alternative method of assessment to the portfolio that has been developed and evaluated by subject-expert faculty to measure an individual's learning achievements against course learning outcomes. Challenge processes may include written exams, simulations and/or case studies.

Other methods including assignments and/or case studies may also be used to assess your prior learning.

## **CRITERIA GOVERNING PRIOR LEARNING ASSESSMENT**

1. Individuals are normally allowed to secure a maximum of 75% of the required credits through the PLAR process.
2. Individuals must enroll and successfully complete a minimum of 25% of the program of study under the direct supervision of Mohawk College Faculty to satisfy the residency requirement of a given program.
3. Credit obtained through the PLAR process does not guarantee entry into any Program of Studies. You must follow the normal admission procedure to gain entrance into any certificate or diploma program.
4. Individuals are required to pay a nonrefundable assessment fee prior to the assessment process.
5. Applications for PLAR are required to be submitted using a course match approach. Applicants must demonstrate that they have achieved the learning outcomes of a specific course in order to receive credit for that course.
6. Assessments are performed by faculty experts. The final authority for granting credit will rest with the Associate Dean responsible for the course.
7. Appeals with respect to PLAR are part of the College's general appeals policies and practices.

8. A copy of the academic appeals policy is available on the Mohawk College website (Student Life→Registration and Records→Grading & Evaluation→Academic Appeals).
9. Faculty will make all reasonable efforts to grade prior learning in the same way in which the course is normally graded. Where that is not possible, a "CR", Credit will be used. If the learning fails to match a college course, a "UW", Unofficial Withdrawal will appear on the learner's transcript although no refund will be given.

## **ACADEMIC PRINCIPLES FOR THE AWARDING OF CREDIT**

1. Credit should be awarded only for demonstrated learning, and not for experience itself.
2. All learning is valuable, but not necessarily college-level. Credit will be awarded for learning at the college-level only.
3. Credit should be awarded only for learning that has a balance, appropriate to the course, between theory and practice.
4. The assessment of learning and the decision to award credit must be made by the appropriate academic experts.
5. Credit must be appropriate to an academically recognized course.

## **GETTING STARTED**

1. Select a Mohawk College certificate or diploma program to study. Read the course descriptions to determine the course(s) for which you may be eligible to apply for prior learning assessment credit.
2. Complete the PLAR online inquiry form to begin your communication with the PLAR office.
3. Download and complete the [PLAR Registration Form](#) . Return the completed form directly to the PLAR Office.
4. We gladly accept the following payment methods:
  - Certified Cheque or Money Order (payable to Mohawk College)
  - Direct Payment/Debit and Cash (in person only)
  - Credit Card; Visa or Mastercard
5. Once your registration is processed, you will be provided with the course outline.
6. For courses assessed by portfolio, you will receive the [Guidelines for Preparing a Portfolio for Course Credit](#). Submit your completed portfolio to the PLAR office.

For courses assessed by challenge exam, your exam will be scheduled.

## EDUCATIONAL PLAN

You may choose to create an educational plan to assist you with realizing your educational goals. This plan can assist the assessor in understanding your educational goals and with advising you appropriately. Please see the final page of this document for a sample educational plan.

- Column 1** - list all required courses in the Certificate or Diploma program
- Column 2** - list any courses you have already completed, including transfer credit
- Column 3** - list any courses for which you would like to apply for a prior learning assessment
- Column 4** - list any courses for which you would like to apply for an exemption
- Column 5** - list all the courses and terms for which you plan to enroll in classes

## ADDITIONAL INFORMATION

Additional information regarding [PLAR](#), including [Frequently Asked Questions \(FAQ\)](#), is available on the Mohawk College website in the [Become a Student](#) section.

## CONTACT US

### Prior Learning Assessment & Recognition

Office of the Registrar  
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Hamilton, ON  
L9C 0E5

Mohawk College  
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## COURSE EXEMPTIONS (Transfer of Credit)

Equivalent postsecondary courses taken at another recognized college or university may be eligible for exemption.

If you have been accepted into a program and think you may be eligible for transfer credit(s), complete an Exemption Request and submit it, along with supporting documentation, to the academic location indicated. The Exemption Request form is available on MyMohawk (Academics tab, Course Tools channel).

For further information about course exemptions, please contact the Registration Centre at Fennell Campus, The Square, call 1-844-767-6871, or email [credittransfer@mohawkcollege.ca](mailto:credittransfer@mohawkcollege.ca).



**PLAR/Exemption**  
**EDUCATIONAL PLAN**

<b>Diploma or Certificate Program Name:</b>				
<b>Required Courses</b>	<b>Courses Taken</b>	<b>PLAR Assessment</b>	<b>Exemption/Transfer of Credit</b>	<b>Enroll in Course</b>