MOUNT ROYAL UNIVERSITY 1910 | Continuing Education and Extension

4825 Mount Royal Gate SW, Calgary AB T3E 6K6
T: 403.440.6875   E: conted@mtroyal.ca
W: www.mtroyal.ca/conted

Many students enter Mount Royal University with work, academic, and life experiences that may reflect sound knowledge of subject matter covered in certificate/diploma and professional designation programs offered by the Faculty of Continuing Education and Extension. Prior Learning Assessment and Recognition is a method of recognizing and accrediting the demonstrated knowledge that has resulted from those experiences. Most areas of study are eligible for Prior Learning Assessment and Recognition; however, certain programs may have industry or curriculum requirements which exempt them from eligibility. Please go to your program information on our website, www.mtroyal.ca/conted, for more information. Requirements and eligibility vary with each program.

Mount Royal University fully supports the following academic principles with respect to prior learning assessment and recognition which have been developed and endorsed by the Alberta Council on Admissions and Transfer.

Recognition of prior learning will be:
- based on demonstrated learning.
- appropriate to the course or program in which it is accepted.
- consistent with the achievement levels required by the post-secondary program in which it is accepted.
- a balance, appropriate to the subject, between theory and practical application.

At Mount Royal University, demonstrated prior learning resulting from work, life, and academic experiences may be assessed by any one or more of the following evaluation methods:
1. Formal examinations (including challenge examinations and standardized external examinations);
2. Course equivalencies involving evaluation of university/collegiate, non-university/collegiate, and/or non-credit programs, courses, certificates, and designations;
3. Documentation and demonstration of achievement through portfolio assessment and portfolio-assisted assessment (including product assessment, work samples, simulation/performance assessment, interviews and oral examinations, and practical and laboratory demonstrations).

The most appropriate evaluation method in any particular case is to be determined by the Program Coordinator, acting on the advice of the content specialists for the subject for which recognition is requested.

Procedures:
1. New and continuing students who wish to avail themselves of this service are strongly advised to explore and, as appropriate, to initiate the PLAR process outlined here as early as possible. Requests should be submitted 10 business days prior to the start of the course. Please go to the FAQ section on our website, **www.mtroyal.ca/conted**, to download the application form.
   Note: New students must obtain an MRU student ID number and may do so by contacting CE Registration Services: Telephone: 403.440.3833, E-mail: ceregservices@mtroyal.ca, Website: www.mtroyal.ca/conted

2. If approval of PLAR is granted, the student record will display "transfer equivalencies assessed." A course grade will not be assigned.

3. Students may confirm awarded PLAR by accessing their student account through MyMRU, mymru.ca (ContEd tab then Academic Transcript).

Limitations:
1. The purpose of prior learning assessment is to allow students to complete their studies at Mount Royal University successfully. Prior learning assessment is not intended to be used to aid students in transferring to another institution.

2. In cases where prerequisites exist, students should request prior learning assessment and recognition for prerequisite courses initially, then apply for subsequent courses.

3. No student may receive prior learning recognition in more than 50% of the program hours in PLAR 1 (based on academic course equivalency) and no more than 10% of the program hours in PLAR 2 (based on work experience and/or previous knowledge), unless otherwise specified by the program or, in special circumstance, approved by the Dean.

4. Students should be aware that awarded prior learning recognition is guaranteed only toward Mount Royal University Continuing Education requirements. Other institutions may or may not allow transfer credit towards degrees, diplomas or certificates for courses recognized or accredited through Mount Royal University's prior learning assessment process.

<u>Applying for PLAR:</u>
PLAR 1: Recognition based on academic or course equivalency

Granting requirements to qualify for PLAR:
1. 80% of the course content and experiential learning must be comparable to one or more of our courses.
2. Prior course must be at least the equivalent number of hours of the MRU course.
3. The prior course must have been completed at a post-secondary institution or equivalent.
4. The prior course must have similar academic assessment.
5. The applicant must have achieved a grade equivalent to the MRU program requirement.

Fees and Documentation Required:
1. Complete the PLAR application form.
2. Attach documentation that includes, as a minimum, the following information for each course. Applications will be assessed when all required materials are received:
   - name of the course you completed,
   - official proof that you successfully completed the course (e.g., transcript, grade achieved),
   - name of the organization providing the course and the location you attended,
   - date and duration (days and hours) of the course,
   - course syllabus/outline including learning outcomes or objectives, showing what course content was covered on each day, and the course assessment, including all assignments and exams,
   - name and brief biographical information on the course instructor
3. Fee: **$50.00 per course**. Fee is non-refundable and does not guarantee recognition will be granted. Submit directly to CE Registration Services.

Processing time is approximately 10 business days after all documentation is received by the Program Coordinator.

PLAR 2: Recognition based on work experience and/or previous knowledge
The first step in PLAR 2 is to contact the Program Coordinator to obtain detailed learning outcomes and objectives for all courses in order to evaluate your knowledge and skills against the learning outcomes and objectives of the courses you wish to challenge.

Granting Requirements
Guidelines are determined by each program. Due to industry or curriculum requirements, only selected programs are eligible for PLAR 2. Please contact the Program Coordinator for specialized requirements and to ensure the program will consider recognition for work experience.

Fees and Documentation Required:
1. Complete the PLAR application form (PLAR 2 Section).
2. Attach program specific PLAR 2 package/documentation as outlined by the Program Coordinator (if applicable).
3. Fee: **$250.00 per course**. Fee is non-refundable and does not guarantee recognition will be granted. Submit directly to CE Registration Services.
4. Processing time varies by the specific program based on the submission package. Contact the Program Coordinator for approximate timelines.

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Prior Learning Assessment and Recognition PLAR

Application Form

4825 Mount Royal Gate SW, Calgary AB T3E 6K6
T: 403.440.3833 F: 403.440.6743
W: www.mtroyal.ca

PLEASE PRINT CLEARLY

Have you previously applied or attended Mount Royal University?   Yes ❑   No ❑

Student ID Number   ☐☐☐ ☐☐☐ ☐☐☐

Personal Information

Last Name (Legal)	First Name (Legal)	Middle Name (Legal)
Previous Name(s) (if applicable)		
Address		

City/Town	Province	Postal Code
Telephone - Home ( )	Telephone - Business ( )	Telephone - Cell ( )

E-mail Address	Date of Birth (dd mm yyyy) ☐☐ ☐☐ ☐☐☐☐	Gender Male ❑ Female ❑

Course Information

Seeking Transfer For: Name of MRU Program / Certificate

MRU Subject Code and Course Number (e.g. XPLA 20001)

MRU Course Title

PLAR 1

Checklist of required accompanying documentation

☐ Previous Educational Institution   ☐ Dates and Duration of course
☐ Subject Code and Course Number   ☐ Date Completed
☐ Course Title   ☐ Course syllabus/outline
☐ Final Grade   ☐ Instructor name and academic/professional qualifications

PLAR 2

☐ Agreed upon prior learning package/documentation as required by Program Coordinator.

Office use

PLAR Charges / CE Registration

❑ PLAR 1 $50.00   ❑ PLAR 2 $250.00   Total $_____CE Reg Initials_____ Date Processed_____

Faculty of CE

❑ This course is part of a previously negotiated transfer agreement. ☐ Yes ☐ No

❑ Approved by Program Coordinator: Signature_____ Date: _____

Program Coordinator: Please print _____

Payment

Method of Payment

MRU values the security of your personal information. In accordance with the Payment Card Industry standards, MRU is no longer processing credit card data received over our email system.   **Please submit completed forms via one of the following methods:**

Mail: Mount Royal University
        Continuing Education and Extension Registration Services
        4825 Mount Royal Gate SW, Calgary AB, T3E 6K6

In Person: Kerby Hall (East Gate), Room A101, Wickets 9 & 10
        4825 Mount Royal Gate SW, Calgary AB

Fax: 403.440.6743

Payment Information   *DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL*

❑ Cash/Debit (in person only)   ❑ Cheque (Mount Royal University)   ❑ VISA   ❑ MasterCard   ❑ Money Order

Credit Card #	Expiry Date
Cardholder Name	Cardholder's Signature