

## 3. CREDIT FOR PRIOR LEARNING

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Georgian's credit for prior learning (CPL) regulations ensure students are provided with the opportunity to use relevant postsecondary credits from recognized and accredited institutions and/or relevant life and learning experience toward comparable courses in the student's Georgian College program. Courses are evaluated fairly and equitably. The regulations apply the principles of the [Ontario Human Rights Code](https://www.ohrc.on.ca/en/ontario-human-rights-code/) (<https://www.ohrc.on.ca/en/ontario-human-rights-code/>), the Ontario Ministry of Colleges and Universities (MCU) (<https://www.ontario.ca/page/ministry-colleges-universities/>) policies, the Ontario Council on Articulation and Transfer (ONCAT), and the directives of the Board of Governors of Georgian College. CPL encompasses assessment of advanced standing, articulation and transfer agreements, transfer credit and prior learning assessment recognition (PLAR).

### 3.1 Advanced Standing

Advanced standing applies when a student is able to use relevant postsecondary credits from recognized or accredited institutions and/or relevant life and/or learning experience toward course exemptions in a student's Georgian College program to place the student in a semester beyond first semester (Section 3.5 *Process to request credit for prior learning*).

Obtaining advanced standing does not imply admission to a specific program. Applicants must apply through the standard admissions application process whereby admission to a program will be based on meeting admission requirements and space availability (Section 2: *Admissions*).

#### 3.1.1 Certificate to diploma

Applicants who are presenting an overall grade point average (GPA) of 60 per cent (C) or better will be considered for advanced standing, depending on the degree of affinity of the college program with Georgian's program. Most courses are evaluated on an individual basis.

#### 3.1.2 Diploma to degree

For advanced standing to degree programs, graduates of either two- or three-year diploma programs may be eligible for individual or block transfer credits if they have an overall GPA of 65 per cent (or equivalent) obtained in the diploma program and the field of study. Credit may only be granted for courses with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline).

#### 3.1.3 Degree to diploma/ certificate

Applicants who are presenting an overall GPA of 60 per cent (C) or greater will be considered for advanced standing, depending on the affinity of the degree program with the diploma/certificate program; some program exceptions apply (see program outline). Most courses are evaluated on an individual basis.

#### 3.1.4 Degree to degree

Acceptance of transfer credits from degree programs shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. As often as possible, acceptance of transfer shall

allow for the maximum recognition of previous learning experience in degree-level courses. Graduates of either three- or four-year degree programs may be eligible for individual or block transfer credits if they have an overall GPA of 70 per cent (B) obtained in the degree program and the field of study. Credit may only be granted for courses with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline).

Subject to degree, grade and program requirements, any course offered for credit by one institution shall be accepted for credit by another institution when there is essential equivalency in course content.

### 3.2 Articulation and transfer agreements

Articulation and transfer agreements allow Georgian College graduates to enter programs at other institutions with transfer credits so that they do not have to repeat courses. To provide opportunities for advanced studies to our students and graduates, Georgian College has developed agreements with many institutions across the world. For more information, please visit the articulation page [GeorgianCollege.ca/articulations](http://www.georgiancollege.ca/articulations/) (<http://www.georgiancollege.ca/articulations/>). Changes and updates to these articulation/transfer opportunities occur throughout the year. Georgian strives to ensure the accuracy of each articulation opportunity; changes may occur in program offerings, admission requirements and transfer credits granted by participating institutions. Georgian College makes no representation as to the continued offering by the articulating institution of the related programs/degrees. Students must check directly with the articulating/transfer institution for any related current information and status.

If a student is entering Georgian from another educational institution that has an articulation agreement with the college, the student must identify this at the point of admission application so that appropriate transfer credits can be assigned.

### 3.3 Transfer credit/course exemptions

Transfer credit is the acceptance or recognition of academic credit by Georgian College for one or more courses (credit or non-credit) completed at a recognized and accredited postsecondary institution. A course or combination of courses that match at least 80 per cent of the learning outcomes of a Georgian College course can be considered as comparable and used toward an exemption in the equivalent course for the student's current program. Normally, credit will only be granted for course(s) taken at accredited and recognized institutions with an earned grade of 60 per cent (C) or better; some program exceptions apply (see program outline). Transfer credits are granted on an individual basis and are evaluated and approved by Georgian College faculty. If an exemption is granted, the transcript will show the code "EX", which is not included in the GPA calculation. The result of a transfer credit assessment is final and is not subject to appeal.

#### 3.3.1 Co-op transfer credit

An exemption may be granted for a successfully completed co-op work term from another accredited and recognized postsecondary institution.

A learning outcome must match at least 80 per cent of the outcomes of Georgian's co-op work term.

If a course exemption is granted, the transcript will show the code “EX” and no grade will be recorded. Students must complete at least one co-op work term while at Georgian College as part of their program.

### 3.3.2 Communications and undergraduate coursework

Students with five or more courses (or one semester of study) at the baccalaureate degree level, with an overall average of 60 per cent (C) or better from an accredited and recognized institution where the language of instruction is English in a country where English is the primary language – meeting at least 80 per cent of the learning outcomes – may receive an exemption from COMM1016. In some cases, a student may receive a COMM2017 exemption in place of COMM1016. Students with a completed university degree in English, health, business, or technology from an accredited institution where the language of instruction is English in a country where English is the primary language may receive exemptions from both COMM1016 and COMM2017. Students must follow the transfer credit process (Section 3.3.1 *Transfer credit/course exemptions*) to receive the COMM1016 and/or COMM2017 exemption(s).

### 3.3.3 General education transfer

Students with general education credits from other recognized postsecondary institutions are eligible for transfer credit (Section 4.2.2. *General education*):

- For transfer of general education credits to certificate and diploma programs, students must have obtained a grade of 60 per cent or greater in the course.
- For transfer of general education course credits from diploma to degree programs, students must have graduated from a two- or three-year diploma program and have obtained a cumulative graduating average of 70 per cent or greater, and obtained a grade of 70 per cent or greater in the course.

Regardless of the number of eligible transfer credits, students must ensure graduation and residency requirements are met (Section 6.1: *Graduation residency requirements*).

### 3.3.4 Georgian to Georgian transfer credits

If a student completed a credit course at Georgian in one program that is identical or equivalent to a course required in another program, it will automatically be applied to the new program on the student’s MyPath graduation worksheet. No action is required.

General education credits are transferable between college programs. For example, if a student completes four general education courses in the Business program and then transfers to another program, the four general education courses can be applied toward the new program. No documentation is required.

Students must ensure graduation residency requirements are met (Section 6.1: *Graduation residency requirements*).

## 3.4 Prior learning assessment and recognition (PLAR)

Prior learning assessment and recognition (PLAR) is an academic credit option for learners with significant learning/life experience that may be equivalent to a college/university course credit. It involves the assessment and evaluation of acquired relevant knowledge and skills that match at least 80 per cent of the learning outcomes of a Georgian College course. PLAR assessments will vary depending on the program.

Students may have gained college-level knowledge and skills through learning or life experiences such as:

- work experience
- community involvement
- activities within professional associations
- volunteer experience
- self-directed study
- military training and experiences including professional development, occupational training, specialist training

### 3.4.1 PLAR assessment methods and process

Prior learning is assessed in a number of ways. Methods used at Georgian include, but are not limited to challenge exams, performance observation, skills demonstration, interview, and/or portfolio evaluation. Depending on the number of PLAR requests made, timing of the assessments may vary. The priority for assessment will be for courses in the upcoming term. Courses that have prerequisites will be assessed once the prerequisite has been met.

Students who wish to be assessed for PLAR as comparable transfer credit must complete the following steps by the deadlines (3.5.1 *Deadlines*):

1. The student must complete and submit a Request for PLAR form found on the Credit Transfer page. To ensure decisions are made prior to registration, the request and any supporting documents should be received at least two months before the beginning of the term.
2. The student must pay the fee for PLAR assessment at the time of submitting a request.
  - a) This fee is non-refundable even if the PLAR assessment is not successful.
  - b) Not all courses are eligible for PLAR. Check the official course outline for eligibility.
3. Forms and documents will be sent to the academic area for official evaluation. Applicants may be asked to provide evidence of learning and/or demonstration of current knowledge via:
  - a) portfolio of experiences
  - b) course/workshop outlines and syllabi
  - c) job descriptions outlining duties and activities
  - d) letters from previous/current employer(s)
  - e) proof of current or previous employment in the requested field of study within the past two years
  - f) credentials (certification, accreditation, license, etc.)
  - g) results of oral/ written/practical challenge examination
4. Registered students should check MyPath, their online student record, for PLAR exemptions which have been granted.
  - a) The result of a PLAR assessment is final and is not subject to appeal.

- b) Unsuccessful PLAR evaluations are not recorded on the transcript.
- c) The student is responsible for withdrawing from courses for which a PLAR is granted. Failure to withdraw by the deadline may result in a failing grade or additional fees charged to the student account (Section 4.4.1: *Program withdrawal process*).
- d) Students who fail to pay full fees will not be permitted to register for courses in the following term (Section 4.1: *Tuition and fees*).

## 3.5 Process to request credit for prior learning

Students who wish to have courses assessed as comparable transfer credit must complete the following steps by the deadlines (3.5.1 *Deadlines*):

1. Students must obtain course outlines, descriptions and/or syllabi and an official transcript for the course(s) completed at their previous institution. These documents enable faculty members at Georgian College to evaluate whether the learning outcomes match those of the college course, and whether the student's performance is sufficient to warrant exemption. An examination or other summative evaluation may be required.
  - a) If the student is requesting transfer credits based on courses completed at an institution outside of Canada, the Office of the Registrar will determine if Georgian College recognizes that institution for credit purposes.
  - b) If documentation is in a language other than English, the student will have to arrange for official translation of the documents and may be asked to provide international credential evaluations (additional fees may be required from the students for these external services).
2. Students must complete the Credit Transfer form found on the Credit Transfer page (<https://www.georgiancollege.ca/admissions/credit-transfer/>) and submit all required documents before the evaluation can be completed. To ensure decisions are made prior to registration, these documents should be received at least two months before the beginning of the term.
3. Students must pay the required fee for transfer credit assessment (Section 3.3: *Transfer credit/course exemptions*).
4. Forms and documents will be sent to the academic area for official evaluation.
5. Registered students should check MyPath, their online student record, for transfer credits which have been granted.
  - a) The result of a transfer credit evaluation is final and is not subject to appeal.
  - b) Unsuccessful transfer credit evaluations are not recorded on the transcript.
  - c) The student is responsible for withdrawing from courses for which a transfer credit is granted. Failure to do so may result in a failing grade or additional fees charged to your account. See section 4.5 *Program withdrawal process*.

- d) Students who fail to pay full fees will not be permitted to register for courses in the following term (Section 4.1: *Tuition and fees*).

Students must ensure graduation residency requirements are met (Section 6.1: *Graduation residency requirements*).

The conveyance of transferrable credit may reduce the student's full-time course load; students must consider impacts to financial assistance, program registration or completion timing, and immigration impacts. All students are advised to consult with their program coordinator regarding program progression. Domestic students are advised to consult with financial aid for potential impacts to OSAP (<https://www.ontario.ca/page/osap-ontario-student-assistance-program/>) or other financial supports. International students are advised to consult with an immigration advisor prior to adjusting full-time study plan.

### 3.5.1 Deadlines

The deadline to make a request for transfer credit or PLAR is at minimum two months (60 days) before the start of the registration in which the course exemptions may be granted. The petition must be complete, which includes submission for all supporting documents such as transcripts, course outlines, resumes or other documents. For the fall semester, the deadline is June 1. For the winter semester, the deadline is Oct 1 and for the summer semester, the deadline is March 1. Late transfer credit requests are those received less than two months before the beginning of the registration period for the term and are not guaranteed to be completed in time for course registration or withdrawal deadlines.

PLAR requests received after the start date of the course to be exempted will be accepted for review but the decision of the assessment cannot be guaranteed by the last day to withdraw without academic penalty (Section 4.5.1: *Program withdrawal process*). Most PLAR assessments take approximately two to five weeks to complete.