

3. CREDIT FOR PRIOR LEARNING

Credit for prior learning (CPL) ensures you 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 your Georgian College program.

CPL includes assessment of advanced standing, articulation and transfer agreements, transfer credits and prior learning assessment recognition (PLAR). Courses and experiences are evaluated fairly and equitably. Our regulations apply the general principles of the [Ontario Council on Articulation and Transfer \(ONCAT\)](https://www.oncat.ca/en/welcome-oncat/) (<https://www.oncat.ca/en/welcome-oncat/>). Not all courses in your program are eligible for PLAR exemption. Check the program outline for eligibility.

You are responsible for withdrawing from courses for which a transfer credit or PLAR is granted. Failure to do so will result in a failing grade and/or additional fees charged to your record. (Section 4.4.1 *Program withdrawal process*). If you fail to pay full fees you are not permitted to register for courses in the following term (Section 4.1 *Tuition and fees*). Regardless of the number of eligible exemptions, you must ensure graduation and residency requirements are met (Section 6.1 *Graduation residency requirements*).

Exemptions that are granted to you for transfer credits or PLAR cannot be reversed once they have been added to your record. The application of exemptions to your record may affect your course load. You should consider possible impacts to financial assistance, program progression and registration, program completion timing, and immigration status before changing your course load. You are advised to consult with your program co-ordinator regarding program progression, Financial Aid and Awards for OSAP or other financial support impacts, and an immigration advisor (if you are an international student).

The result of a transfer credit evaluation or PLAR assessment is final, but you can appeal the decision based on unacceptable conditions such as bias, whimsy, mechanical error, or an evaluation/assessment that is inconsistent with those assigned to other students (Section 9.1 *Circumstances for appeal*).

3.1 Transfer credit/course exemptions

Transfer credit is the acceptance or recognition of academic credit by one institution for one or more courses completed at another 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 as an exemption toward your current Georgian College program.

Subject to credential, grade and program requirements, acceptance of transfer credits from accredited institutions 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 credits shall allow for the maximum recognition of previous learning when there is close matching to learning outcomes.

If a transfer credit exemption is granted, your record shows the code EX, and no grade is recorded at Georgian College. EX grades have no

numerical value and are not included in your program/graduation GPA. In addition, unsuccessful transfer credit evaluations are not recorded on your record.

Transfer credit exemptions are granted on an individual basis and are evaluated and approved by faculty. If you receive a block of transfer credits, you cannot use them for additional transfer credit in a second credential. Unless otherwise noted, you must follow the transfer credit exemption petition process to be considered for all exemptions (Section 3.1.8 *Transfer credit petition process*).

3.1.1 Credit currency limitations

Course content is often subject to change over time. To meet current curriculum, accreditation and learning outcomes, courses completed 10 or more years ago will not be recognized for transfer credit exemption. Some programs may require courses to be taken less than 10 years ago. You should consult with the program co-ordinator.

3.1.2 Grade requirements

Transfer credit exemptions are only granted for course(s) taken at accredited and recognized institutions with an earned grade of 60 per cent (C) or greater; some program exceptions apply. You should review the program outline.

3.1.3 Micro-credentials

Micro-credentials are non-credit learning, and you cannot use them for transfer credit exemptions toward a credit program. If you have completed a micro-credential or micro-credential course(s) at an accredited and recognized institution, they may be considered for exemption through the PLAR process. (Section 3.2 *Prior learning assessment*)

3.1.4 Co-op transfer credit exemption

An exemption may be granted for a successfully completed co-op semester from another accredited and recognized postsecondary institution. A learning outcome must match at least 80 per cent of the outcomes of Georgian College's co-op semester. For all co-op programs, you must complete at least one co-op semester while at Georgian College to ensure you meet residency requirements (Section 6.1.1 *Co-op residency requirement*).

3.1.5 Communications credit (COMM)

You may receive an exemption for COMM1016 if you have five or more courses (or one semester of study) at the degree level, with an overall grade point average (GPA) of 60 per cent (C). The courses must be 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. In some cases, you may receive a COMM2017 exemption in place of COMM1016.

You may receive exemptions from both COMM1016 and COMM2017 if you have completed a degree in English, health, business, or technology, with an overall grade point average (GPA) of 60 per cent (C). The degree must be from an accredited and recognized institution where the language of instruction is English, in a country where English is the primary language.

3.1.6 General education credit (GNED)

If you have general education credits (GNED) from other accredited and recognized postsecondary institutions, you are eligible for transfer credit exemptions (Section 3.2.3 *General education*).

For transfer of your GNED credits to certificate and diploma programs, you must have obtained a grade of 60 per cent (C) or greater in the course. For transfer of your GNED course credits from diploma to degree programs, you must have graduated from a two-year or three-year diploma program and have obtained a graduating average of 70 per cent (B) or greater and obtained a grade of 70 per cent or greater in the course.

3.1.7 Georgian to Georgian transfer credits

If you have completed a credit course at Georgian College 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 your MyPath graduation worksheet. No action is required.

General education credits (GNED) are transferable between diploma and certificate programs. For example, if you complete four GNED courses in the Business program and then transfer to another program, the four GNED courses can be applied toward your new program. No documentation/action is required.

To transfer a GNED to a degree program, you must follow the transfer credit exemption petition process to be considered for all exemptions (Section 3.3 *Transfer credit/course exemptions*).

3.1.8 Transfer credit exemption petition process

If you wish to be evaluated for transfer credit exemptions, you must submit a petition through the Transfer Credit System. To ensure decisions are made prior to registration, the petition and any supporting documents should be received at least two months (60 days) before the beginning of the term.

3.1.9 Letter of permission

A letter of permission (LOP) is issued by Georgian College granting you permission to take a specific (equivalent) course at another recognized and accredited postsecondary institution. It guarantees recognition of that credit in your program of study upon successful completion of the course. Upon request of the LOP a processing fee will apply (Section 4.3.3 *Letters of permission*).

3.2 Prior learning assessment and recognition (PLAR) exemptions

Prior learning assessment and recognition (PLAR) is an academic credit option if you have significant learning/life experience that may be equivalent to a credit course in your Georgian program. 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.

You 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
- Micro-credentials

If a PLAR exemption is granted, your record shows the code P, and no grade is recorded at Georgian College. EX grades have no numerical value and are not included in your program/graduation GPA. In addition, unsuccessful PLAR assessments are not recorded on your record.

PLAR exemptions are granted on an individual basis and are evaluated and approved by faculty. Unless otherwise noted, you must follow the PLAR exemption petition process to be considered for all exemptions (Section 3.2.5 *PLAR exemption petition process*).

3.2.1 PLAR assessment methods

PLAR is assessed in several ways by faculty to determine that your learning or life experiences match at least 80 per cent of the learning outcomes. Depending on the number of PLAR petitions you make, timing of the assessments may vary. The priority for PLAR assessment is for courses in the upcoming term. Courses that have prerequisites are assessed once the prerequisite has been met. Assessment methods used include, but are not limited to:

- challenge exams
- performance observation
- skills demonstration
- interview
- portfolio evaluation

Forms and documents are sent to the academic area/department for official evaluation. You may be asked to provide evidence of learning and/or demonstration of current knowledge via:

- portfolio of experiences
- course/workshop outlines and syllabi
- job descriptions outlining duties and activities
- letters from previous/current employer(s)
- proof of current or previous employment in the requested field of study within the past two years
- credentials (certification, accreditation, license, etc.)
- results of oral/written/practical challenge examination

3.2.2 Co-op PLAR exemption

An exemption may be granted for a co-op semester from a successful PLAR assessment. The learning outcome must match at least 80 per cent of the outcomes of Georgian College's co-op semester. For all co-op programs, you must complete at least one co-op semester while at Georgian College to ensure you meet residency requirements (Section 6.1.1 *Co-op residency requirement*).

3.2.3 General education credit (GNED)

If you have skills or life learning that is comparable to at least 80 per cent of the learning outcomes of a Georgian College GNED, you may be eligible for PLAR exemption for GNED credits toward your Georgian College program.

3.2.4 Micro-credentials

Micro-credentials are non-credit learning, and you cannot use them for transfer credit exemptions toward a credit program. If you have completed a micro-credential or micro-credential course(s) at an accredited and recognized institution, they may be considered for exemption through the PLAR process.

3.2.5 PLAR exemption petition process

If you wish to be assessed for PLAR to receive an exemption, you must submit a petition through the Transfer Experience System. To ensure decisions are made prior to registration, the petition and any supporting documents should be received at least two months (60 days) before the beginning of the term. You must pay a fee at the time of submitting your petition. The fee is non-refundable even if the PLAR assessment is not successful.

3.3 Advanced Standing

Advanced standing applies when you can use relevant postsecondary credits from recognized or accredited institutions (transfer credits) and/or relevant life and/or learning experience (PLAR) toward course exemptions in your Georgian College program to place you in a semester beyond first semester.

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

Below are the requirements, by credential type, that you must meet to be considered for advanced standing. Most courses are evaluated on an individual basis.

3.3.1 Certificate to diploma

If you are a graduate of a certificate program presenting an overall grade point average (GPA) of 60 per cent (C) or greater, you will be considered for advanced standing, depending on the program match, with your current Georgian College diploma program.

3.3.2 Diploma to graduate certificate

If you are a graduate of either a two-year or three-year diploma program, presenting an overall grade point average (GPA) of 65 per cent (C) or greater, you will be considered for advanced standing, depending on the program match, with your current Georgian College graduate certificate program. Credit may only be granted for courses with a grade of 60 per cent (C) or better; some program exceptions apply (see the program outline).

3.3.3 Diploma to degree

If you are a graduate of either a two-year or three-year diploma program, presenting an overall grade point average (GPA) of 70 per cent (B) or greater, you will be considered for advanced standing, depending on the program match, with your current Georgian College degree program. Credit may only be granted for courses with a grade of 60 per cent (C) or better; some program exceptions apply (see the program outline).

3.3.4 Degree to diploma, graduate certificate, or certificate

If you are a graduate of a degree program, presenting an overall grade point average (GPA) of 60 per cent (C) or greater, you will be considered

for advanced standing, depending on the program match, with your current Georgian College program; some program exceptions apply (see program outline).

3.3.5 Degree to degree

If you are a graduate of either a three-year or four-year degree program, and are applying to a degree program, you may be considered for advanced standing. Credit may only be granted for courses with a grade of 65 per cent (C) or better. Some program exceptions apply (see program outline).

3.4 Articulation and transfer agreements

Articulation and transfer agreements allow our graduates to enter programs at other institutions with transfer credit exemptions so that you do not have to repeat courses in your current Georgian College program. To provide you with opportunities for advanced studies, we have developed agreements with many institutions around the world. For more information, please visit the [Articulation webpage \(https://www.georgiancollege.ca/admissions/credit-transfer/articulations/\)](https://www.georgiancollege.ca/admissions/credit-transfer/articulations/).

Changes and updates to articulation/transfer opportunities occur throughout the year. Changes may occur in program offerings, admission requirements and transfer credit exemptions granted by participating institutions. You must check directly with the articulating/transfer institution for any related current information and status.

If you are entering Georgian College from another educational institution that has an articulation agreement with us, you must identify this at the point of your admission application so that appropriate transfer credits can be assigned. Failure to disclose prior education is considered an act of academic dishonesty (Section 8 *Academic integrity*).

3.4.1 Pathways through partnerships

Georgian College works with university partners to develop joint degree-diploma programs to offer seamless and effective pathways for you. We are proud to partner with the following innovative postsecondary institutions:

- [Lakehead University \(https://www.lakeheadgeorgian.ca/\)](https://www.lakeheadgeorgian.ca/)
- [Ontario Tech University \(https://ontariotechu.ca/\)](https://ontariotechu.ca/)

Unless otherwise noted, in most instances the admission, registration, awards, financial aid and graduation processes for our joint programs occur at the partner institution. Please refer to their specific websites for more information.

Georgian College has a partnership with the [International Language Academy of Canada \(ILAC\) \(https://www.ilac.com/\)](https://www.ilac.com/), providing select Georgian diploma programs at their Toronto Campus. This partnership combines Georgian's experience and excellent reputation in postsecondary education, with ILAC's solid reputation as a leading language school.

3.5 CPL exemption deadlines

The deadline for you to make a petition for transfer credit or PLAR exemptions is at minimum two months (60 days) before the start of your program, in which the course exemptions may be granted. The petition must be complete, which includes submission for all supporting documents such as official transcripts, course outlines, resumés or other.

General term deadlines for CPL exemption petitions are:



Fall semester – June 1

Winter semester – Oct. 1

Summer semester – March 1

Late CPL exemption petitions 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 your course registration or withdrawal deadlines. CPL exemption petitions 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 for you to withdraw without academic penalty (Section 4.4.1 *Program withdrawal process*).