**PLAR Department**

**Campus Course—Request for PLAR**

**Student Name**:

**Student Number**: Click or tap here to enter text.

**Course(s) Requesting to Challenge**: Click or tap here to enter text.

**Program (certificate, diploma, or degree)**: Click or tap here to enter text.

**Email**: Click or tap here to enter text.

**Phone Number**: Click or tap here to enter text.

**1. Introduction**

Prior Learning Assessment and Recognition (PLAR) acknowledges that university-level learning can take place outside of a formal classroom. PLAR offers students the option to earn credit for the successful demonstration of their knowledge and skills, regardless of where or how they were gained (e.g., employment, volunteering, cultural engagement, industry certifications).

For Course-based PLAR such as this, PLAR awards direct credit for the course(s) when a student is successful. PLAR awards ‘S’ grades, meaning that requirements for the course have been satisfied. The grade does not impact GPA.

If a student is approved to challenge a course, this does not guarantee credit. As with a course, it is up to students to show a strong enough correlation between their learning and the course learning outcomes for the faculty assessor to approve course credit through PLAR.

The fee is the course tuition, due before students begin the course challenge (the PLAR Advisors will offer guidance with this). The fee is non-refundable if credits aren’t awarded.

If a student plans to transfer TRU PLAR credits to another institution (e.g., toward an undergraduate or graduate degree), they are responsible for checking with the receiving institution to ensure they accept PLAR credits.

**2. Instructions**

**TRU Student:**

1. Review the learning outcomes of the course you plan to challenge and ensure your prior learning strongly aligns with them.
2. Confirm with your Academic Advisor that the course fits in your program.
3. Sign the form, below, and bring it with you when meeting with the instructor (next step).
4. Arrange a discussion with the instructor about whether the course can be challenged (this requires permission of the chair) and if they feel your background lends well to you being a candidate to challenge the course.

Faculty Assessor:

1. Upon speaking with the student, if you feel they have the background that would equip them to challenge the course, please speak with your chair for approval for the course to be challenged. Note: Most courses can be challenged through PLAR, with exceptions (e.g., course requirement for licensing in the field).
2. If the course is approved for PLAR, you and the chair would sign the form, below. By signing the form, you agree to act as the PLAR Faculty Assessor.
3. Either you or the student forwards the form to PLAR (see below).
4. The PLAR Manager will be in touch to offer support with determining the assessment framework that works best for the student to demonstrate their learning related to the course (e.g., portfolio, exam, interview, observation, project, etc.).

TRU Chair:

We seek a chair’s approval for a course to be challenged if it hasn’t yet been done so in PLAR. Please sign this form, below, if you agree that the course can be challenged. Note: Most courses can be challenged through PLAR, with exceptions (e.g., course requirement for licensing in the field).

Send Completed Form to PLAR Office—2 Options:

1. Email to:
	* PLAR@tru.ca
2. Send via interoffice mail or drop off to:
	* Clock Tower 4th Floor (temporary until Feb 2025)

**3. Signatures**

**Signature of Student**: Click or tap here to enter text.

I have spoken with my Academic Advisor to ensure this course fits into my program. [ ]

**Signature of Chair:** Click or tap here to enter text.

I agree that the course(s) can be challenged in PLAR. [ ]

Date: Click or tap to enter a date.

**Signature of Faculty Assessor:** Click or tap here to enter text.

I have reviewed the student’s background and agree they are a suitable candidate to challenge the course. [ ]

Date: Click or tap to enter a date.