**PLAR Department**

**Campus Request for PLAR**

**Introduction**

Prior Learning Assessment and Recognition (PLAR) acknowledges that university-level learning doesn’t only take place inside a classroom; it permits students to earn credit for knowledge and skills, regardless of where or how they were gained (e.g., employment, volunteering, cultural engagement, industry certifications)

PLAR awards ‘S’ grades meaning that requirements for the course have been satisfied. The grade does not impact GPA.

The fee is the course tuition, due before students begin the course challenge. There is no guarantee of credit award. The fee is non-refundable even if credits aren’t awarded.

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

**Instructions**

**TRU Student:**

1. Review the learning outcomes of the course you plan to challenge and ensure they strongly align with your prior learning.
2. Confirm with your Academic Advisor that the course fits in your program.
3. Fill out the “Student Information” and “Course Information” fields below and bring this form with you to step number.
4. Arrange a discussion with the instructor about whether the course can be challenged (this requires permission of the chair) and whether they feel your background lends well to you being a candidate to challenge the course.

TRU Assessor:

1. Upon speaking with the student, if you feel they have the background that would equip them to challenge it, please speak with your chair for approval for the course to be challenged.
2. If approved, you and the chair sign the form. 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 method that works best to illustrate the student’s 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. If you agree that the course can be challenged ((most courses can be, but there are some that cannot be due to the nature of the course or requirement for the course to be taken for licensing in the field, for example).), please sign the form.

Drop completed form off or send via interoffice to:

PLAR Department 4th Floor

BC Centre for Open Learning

Alternatively scan and email to:

[PLAR@tru.ca](mailto:PLAR@tru.ca)

**Student Information**

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

**ID**: 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.

**Course Information**

**Course Name (e.g., CMNS 1290 Introduction to Professional Writing)**: Click or tap here to enter text.

**Credit Amount (e.g., 3 credits)** Click or tap here to enter text.

**Signatures**

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

Date: Click or tap to enter a date.

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

Assessor has reviewed the student’s background and agrees the student is a suitable candidate to challenge the course

Date: Click or tap to enter a date.

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

Date: Click or tap to enter a date.