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a/s Cabinet de la vice-rectrice à la gouvernance
Université d'Ottawa
Ottawa ON K1N 6N5

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Freedom of Information Co-ordinator
c/o Office of the Vice-President, Governance
University of Ottawa
Ottawa, Ontario, K1N 6N5
PREAMBULE

The University of Ottawa recognizes that learning can occur by taking university credit courses (or its equivalent) as well as in other situations: professional experience, self-teaching, non-credited courses, workplace training, etc. Prior Learning Assessment (PLA) allows students who have acquired knowledge in a non-traditional manner to receive advanced standing for a course (specific course code) offered at the University or, in certain instances, to be granted an exemption.

Any specific advanced standing which is recognized by a faculty is done on behalf of the University and therefore should be recognized by other faculties.

RULES

• To have prior learning recognized and receive advanced standing, you must first be admitted to and register for a program of studies at the University of Ottawa.

• Your request must be submitted during your first session as a University of Ottawa student. (The assessment process can be lengthy; you are strongly urged to submit your request at the beginning of your first session.)

• A Request for prior-learning recognition applies only to undergraduate students and courses in the following faculties and school: Arts, Engineering, Health Sciences, Management, Sciences and Social Sciences.

• Only courses scheduled at the University of Ottawa within the last 24 months can be submitted for recognition of advanced standing.

• Advanced-standing credits are awarded strictly for courses that already exist at the University of Ottawa and are part of your program of studies.

• Exemptions, and not advanced-standing credits, may be granted for foreign and second-language skills acquired outside the University of Ottawa.

• You can receive no more than 30 advanced-standing credits through the recognition of prior learning.

• Advanced standing is granted only if your knowledge is considered equal to that of the students taking the course.

• Advanced-standing credits appear on your transcript but do not count as University of Ottawa residency requirements (that is, courses you must actually do with the University of Ottawa).

• Credits obtained for prior learning might not be recognized by the discipline’s licensing body or professional association.

• Should advanced standing not be granted, you can submit a written appeal of the decision to the dean – or the dean’s representative – of the faculty or school offering the course.

PROCEDURE

You can ask the department responsible for giving the course to provide you with the applicable outline to help you determine if indeed your knowledge and skills match the learning outcomes.

YOU MUST:

1. Complete and sign the University’s Request for Prior-Learning Recognition form and submit it to your faculty or school either in person or by mail, along with the required supporting documents. Remember that you have to submit all materials in either French or English – or provide a certified translation if they were produced originally in another language. The material can include your résumé, descriptions of your experience and prior learning, assignments, employer letters, etc. To check the validity of your documents, the assessor may contact the employers and other references you list in your request.

2. Pay two non-refundable administrative fees to the University: The first (25$) is to have your request's eligibility examined, and the other (250$) is for the assessment itself if your request is deemed eligible. By submitting a Request for prior-learning recognition, you are agreeing to pay all related fees (these fees cannot be refunded retroactively). The amounts owed, as well as the method of payment, will appear on your account statement (www.infoweb.uottawa.ca). (Note: If your fees remain unpaid, the University withholds your official documents - transcripts, grade reports, diplomas, etc. - until payment is received.)
SECTION À REMPLIR PAR L’ÉTUDIANTE OU L’ÉTUDIANT - SECTION TO BE FILLED IN BY THE STUDENT

NOM DE FAMILLE - SURNAME
PARENTS - GIVEN NAMES
N° D’ÉTUDIANTE/E - STUDENT NO.

VUE DE LOCAL - LOCAL ADDRESS
N° ET RUE - NO. AND STREET
PROV./PAYS - PROV./COUNTRY
CODE POSTAL - POSTAL CODE

VÉRIFIEZ ET REMPLISSEZ LA PROCEDE AVANT DE REMPLIR ET SOUMETRE VOTRE DEMANDE.

CODE ET TITRE DU COURS PRÉSENTÉ POUR LA RECOGNITION DES ACQUIS
Code and title of course for which you are requesting recognition

JUSTIFICATION DE LA DEMANDE (ANNEXEZ UNE PAGE SÉPARÉE AU BESOIN.)
Justification of request (Attach a separate page if necessary.)

DOCUMENTS À L’APPUI DE VOTRE DEMANDE
Documents in support of your request

J’AI LU ET COMPRIS LES RÈGLEMENTS ET LA PROCÉDURE CONCERNANT LA DEMANDE DE RECOGNITION DES ACQUIS ET J’ACCEPTE DE M’Y CONFORMER.
I have read and understood the rules and procedure concerning the Request for Prior-Learning Recognition and agree to abide by them.

DATE
SIGNED (REQUESTER)

À L’USAGE DE LA FACULTE - FOR FACULTY USE

ÉQUIVALENCE ACCORDÉE
ADVANCED STANDING GRANTED

COTE ET TITRE DU COURS
COURSE CODE AND TITLE

RÉALISÉ PAR
IMPLEMENTED BY

CR : 

ÉQUIVALENCE REFUSÉE
ADVANCED STANDING REFUSED

RAISON
REASON

ÉQUIVALENCE ET BASE D’ADMISSION AJOUTÉES AU SIS
ADVANCED STANDING AND BASIS FOR ADMISSION ENTERED INTO THE SIS

DEPARTEMENT
DEPARTMENT
FACULTÉ
FACULTY

SIGNATURE
DATE
SIGNATURE
DATE
SIGNATURE
DATE

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