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Vos renseignements personnels sont recueillis en vertu de la Loi de l'Université d'Ottawa. Cette information est recueillie pour des fins de recrutement, d'admission, d'inscription, de remise de diplôme, de suivi, d'administration et pour toutes autres activités reliées aux programmes et aux services offerts par l'Université. Vos renseignements seront protégés en tout temps conformément à la Loi sur l'accès à l'information et sur la protection de la vie privée. Si vous avez des questions, veuillez consulter l'adresse suivante : <http://web5.uottawa.ca/admingov/confidentialite.html> ou contactez par écrit la vice-rectrice à la gouvernance à [laipvp@uottawa.ca](mailto:laipvp@uottawa.ca) ou écrire à :

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

**At all times your personal information will be protected...**

*Your personal information is collected under the authority of the University of Ottawa Act. It is collected for the purposes of recruitment, admission, registration, progression, graduation, administration, and other activities related to the University's programs and services. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to <http://web5.uottawa.ca/admingov/privacy.html> or contact the Vice-President, Governance at [fippa@uOttawa.ca](mailto:fippa@uOttawa.ca) or in writing at:*

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

## RULES AND PROCEDURE REQUEST FOR PRIOR-LEARNING RECOGNITION

### 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](http://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.)



**DEMANDE DE  
RECONNAISSANCE DES ACQUIS**

**REQUEST FOR  
PRIOR-LEARNING RECOGNITION**

- Veuillez lire attentivement les **règlements et la procédure** à suivre avant de remplir et soumettre votre demande.  
- Utilisez un formulaire pour chacun des cours pour lesquels vous demandez des équivalences.  
- Retournez le formulaire, dûment rempli et signé et accompagné des pièces justificatives, à votre faculté ou école.  
- On ajoutera à votre compte étudiant les frais relatifs à votre demande. Vous êtes responsable de vérifier votre état de compte ([www.infoweb.uottawa.ca](http://www.infoweb.uottawa.ca)) et d'acquitter ces frais selon la méthode décrite.

- Please read carefully the **rules and procedure** before filling in and submitting your request.  
- Use one form for each of the courses for which you are requesting advanced standing.  
- Return the form, duly completed and signed, and the required supporting documents to your faculty or school.  
- The fees related to your request will be added to your student account. It is your responsibility to verify your account statement ([www.infoweb.uottawa.ca](http://www.infoweb.uottawa.ca)) and to pay those fees according to the method of payment.

**SECTION À REMPLIR PAR L'ÉTUDIANT OU L'ÉTUDIANTE - SECTION TO BE FILLED IN BY THE STUDENT**

NOM DE FAMILLE - SURNAME		PRÉNOMS - GIVEN NAMES		N° D'ÉTUDIANT/E STUDENT NO.
ADRESSE LOCALE - LOCAL ADDRESS				
N° ET RUE NO. AND STREET				APP. APT.
VILLE CITY		PROV./ PAYS PROV./ COUNTRY	CODE POSTAL - POSTAL CODE	
IND. RÉG. & N° DE TÉL. AREA CODE & TEL. NO.	(À DOMICILE - AT HOME)	IND. RÉG. & N° DE TÉL. AREA CODE & TEL. NO.	(AU TRAVAIL - AT WORK)	COURRIEL - E-MAIL  <b>@uottawa.ca</b>
FACULTÉ / ÉCOLE FACULTY / SCHOOL :		PROGRAMME D'ÉTUDES PROGRAM OF STUDIES :		

Cote et titre du cours présenté pour la reconnaissance des acquis  
*Code and title of course for which you are requesting recognition* (N.B. : Seuls les cours à l'horaire de l'Université d'Ottawa dans les 24 derniers mois peuvent faire l'objet d'une demande de reconnaissance des acquis.)  
*(N.B.: Only courses scheduled at the University of Ottawa within the last 24 months can be submitted for recognition of advanced standing.)*

COTE : \_\_\_\_\_ TITRE : \_\_\_\_\_  
CODE : \_\_\_\_\_ TITLE : \_\_\_\_\_

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 (N.B. : Les originaux vous seront remis. Cependant, des copies d'un minimum de documents doivent être conservés au dossier en raison des normes de vérification.)  
*Documents in support of your request (N.B.: Originals will be returned to you; however, photocopies of a minimum number of documents must be kept on file to meet auditing requirements.)*

J'ai lu et compris les **règlements et la procédure** concernant la Demande de reconnaissance des acquis et j'accepte de m'y conformer. Je comprends que je dois payer des frais administratifs non remboursables à l'Université d'Ottawa, tel que décrit dans la procédure.  
*I have read and understood the rules and procedure concerning the Request for prior-learning recognition and agree to abide by them. I understand that I must pay non-refundable administrative fees to the University of Ottawa as outlined in the procedure.*

\_\_\_\_\_  
DATE (DEMANDEUR) SIGNATURE (REQUESTER)

J'ai lu et compris la documentation expliquant que mes renseignements personnels seront protégés en tout temps conformément à la loi sur la protection de la vie privée et sur l'accès à l'information.  
*I have read and understood the information explaining at all times my personal information will be protected in accordance with the freedom of information and protection of privacy act.*

**À L'USAGE DE LA FACULTÉ - FOR FACULTY USE**

ÉQUIVALENCE ACCORDÉE / ADVANCED STANDING GRANTED COTE ET TITRE DU COURS / COURSE CODE AND TITLE : \_\_\_\_\_ CR : \_\_\_\_\_

ÉQUIVALENCE REFUSÉE / ADVANCED STANDING REFUSED RAISON / REASON : \_\_\_\_\_

DÉPARTEMENT DEPARTMENT	FACULTÉ FACULTY	<input type="checkbox"/> ÉQUIVALENCE ET BASE D'ADMISSION AJOUTÉES AU SIS ADVANCED STANDING AND BASIS FOR ADMISSION ENTERED INTO THE SIS
DATE	SIGNATURE	DATE
DATE	SIGNATURE	DATE