



PRIOR LEARNING ASSESSMENT (PLA)

Application Form

Advanced standing may be granted to certificate candidates whose prior experience or formal learning demonstrates course material has been covered. To apply for advanced standing, complete this form and attach all supporting documents and the application fee for each course. Applications will be processed within a six-week time period.

Prior learning assessment applications are reviewed by instructors or academic program advisors.

The decision reached is final: no appeals will be considered.

Prior Learning Assessment Basis (excluding Creative Writing)

An application for advanced standing may be based on one or both of the following assessment categories, with the exception of courses in the Languages and Arts programs. Previous education is the only basis of assessment that will be considered in the Languages and Arts programs.

A. Previous Education

For each course, attach the relevant course outline describing the course content, number of course hours, textbooks and reading materials, and grade weighting. Include an official transcript indicating the grade awarded, with the name and address of the institution. Include also a copy of the conferred certificate or diploma if applicable.

Note: Due to relevancy, courses taken through other institutions must have been completed within five years prior to this application.

B. Previous Experience

Attach a resume and detailed supporting documentation and the names and contact numbers of two references relating to your experience. Your documentation should show you have experience specific and equivalent to School of Continuing Studies course descriptions and learner outcomes in both scope and scale. It may include case studies, project summaries, personal portfolios and recommendations.

Please do not send originals as we are unable to return any submitted documentation.

Prior Learning Assessment Basis - Creative Writing

An application for advanced standing may be based on one or both of the following assessment categories:

A. Previous Education

If you have studied creative writing at other universities, submit an official transcript indicating the grade awarded. Also include for each course the relevant course outline or course description describing the course content, number of course hours, textbooks/reading material and grade weighting.

B. Prior Work

You may submit a published book, or evidence of published work in magazines or journals. **Self-published books and writing published on the Internet are not applicable.** The script of a screenplay or play that has been produced can also be submitted.

