

Prior Learning Assessment and Recognition (PLAR) for Non-accredited Credentials

Brandon University recognizes that individuals attain university-level learning outside of college or university academic programs. PLAR is a process for evaluating learning acquired through personal endeavors or work experience as well as through the completion of certificates, diplomas, and courses offered by, for example, professional associations, organizations, or government agencies. This prior learning is assessed by faculty member(s) in relevant academic department(s). If PLAR credit is granted, it will be recognized as Brandon University course equivalents or an unallocated credit. Please contact (204) 727-7300 or email PLAR@Brandonu.ca for further information.

PLAR FAQs

What is the PLAR Process for the assessment of non-accredited Credentials?

1. Consult with the PLAR Coordinator about the possible recognition of the certificate, diploma, or course(s). The PLAR Coordinator may consult with relevant academic department(s) regarding the eligibility of the certificate, diploma, or course(s) for assessment.
2. If an academic department confirms that an assessment may be undertaken, applicants must complete the PLAR Application form and pay the non-refundable PLAR fee, before submitting the PLAR Application form to the PLAR Coordinator.
3. Applicants will then submit detailed course outlines for the certificate, diploma, or course(s) to the PLAR Coordinator.
4. The Certificate, Diploma Syllabi or Course Syllabus will be forwarded to the academic department for assessment. The PLAR evaluation process may take twelve weeks to complete.
5. Since almost all communications from the PLAR Office will be by email, use an email account that you check regularly and add Brandon University to your safe-sender list.
6. Applicants will receive an email confirmation from the Admissions Office regarding the results of the PLAR assessment once the assessment is completed.

How Do I Submit a Detailed Certificate or Diploma Syllabi, or Course Syllabus?

1. Each course outline must be scanned as a separate .pdf file and submitted as an attachment in an email to the PLAR Coordinator.
2. Each attachment must include both the course title and the course number in the .pdf filename.
3. The course outlines must be in English.

What Content is in a Syllabus?

1. The syllabus consists of an outline of the curriculum required to complete the certificate, diploma, or course. Certificates or diplomas may include several specific courses.
2. A course syllabus must contain the following information:
 - a. Name of the professional association, organization or government agency
 - b. Location and contact information for the association, organization or government agency
 - c. For certificates and diploma, separate course codes and titles for each course
 - d. Number of contact/credit hours for each course
 - e. Name of the course instructor
 - f. Description of topics covered in each course
 - g. Description of assignments and exams in each course
 - h. Assigned textbooks and/or readings in each course
 - i. Description of learning outcomes and evaluation criteria

- j. Grading scale
3. Additional information may be requested by the academic department conducting the assessment.

What are the Types of PLAR Credit Awarded?

- **Specific Course Equivalent**
The evaluated certificate, diploma, or course is deemed equivalent to a specific course (courses) offered in the evaluator's Faculty/School/Department at Brandon University.
- **Unallocated Course Credit**
The evaluated certificate, diploma, or course is deemed to be university-level learning in the program of study offered by the Faculty/School/Department but for which there is no direct Brandon University course equivalent.

How does PLAR Credit work in a Brandon University program?

- All certificates, diplomas, or courses recognized for PLAR credit by Brandon University will be recorded on the student's transcript with a Pass "P" grade. PLAR credit is not calculated in cumulative or program GPAs.
- The maximum number of PLAR credit hours for 3-year, 4-year, and 5-year degrees is determined by the Residency requirement for the degree sought, which is listed in the appropriate section of the Brandon University Calendar. Not all certificates, diplomas, or courses recognized for PLAR credit may fit into a degree program.
- Certificates, diplomas, or courses accepted by Departments for course equivalent PLAR credit in a student's program will not normally be subject to the stipulated course prerequisite(s).
- Students granted PLAR credit must meet all other requirements for the degree sought at Brandon University.

Are there any other PLAR Regulations to be aware of?

- Only individuals who have been admitted to Brandon University are eligible to seek PLAR credit.
- Applicants are to be aware that certain Brandon University Faculties or Schools may determine additional requirements for eligibility.
- Departments reserve the right to refuse PLAR credit on the basis that the certificate, diploma, or coursework is outdated, also known as stale dated.
- PLAR credit granted at Brandon University may not be recognized if a student transfers to another post-secondary institution.