

Notice of Collection of Personal Information

Your personal information is collected under the authority of the *University of Ottawa Act*, 1965, in accordance with the *Freedom of Information and Protection of Privacy Act* of Ontario and University Policy 90. The personal information you provide on this form will be used by the University for purposes consistent with the administration of University programs and activities, and the provision of services and performance of functions including recruitment, admission, enrolment, academic programs, evaluations, official document requests, financial aid and awards, assisting student associations and graduation. If you have questions about the collection, use and disclosure of your personal information, please contact InfoService at 613-562-5630 or infoservice@uOttawa.ca.

RULES AND PROCEDURE FOR REQUESTING RECOGNITION OF PRIOR LEARNING

PREAMBULE

The University of Ottawa recognizes that learning can occur not only by taking university credit courses (or their equivalent) but also in other ways, such as through professional experience, self-teaching, non-unit courses and workplace training. Prior learning assessment allows students who have acquired knowledge in a **non-traditional way** to receive advanced standing for a specific course scheduled at the University of Ottawa **in the previous 24 months** or, in certain instances, to be granted an exemption from a specific course.

Advanced standing extended by a faculty is done on behalf of the University and therefore is typically recognized by most other faculties (see rules).

RULES

1. To have prior learning recognized, you must first be admitted to and have enrolled in a program at the University of Ottawa.
2. You must submit your request during your first term at the University of Ottawa (we strongly recommend you submit your request at the beginning of the term as the assessment process can be lengthy).
3. Recognition of prior learning applies only to undergraduate students and courses in the faculties of Arts, Engineering, Health Sciences, Science and Social Sciences and the Telfer School of Management.
4. You can request recognition of prior learning only for courses scheduled at the University of Ottawa in the previous 24 months.
5. Advanced-standing units are awarded strictly for courses at the University of Ottawa and that are part of your program.
6. You can receive an exemption only (i.e., not advanced standing units) for foreign- and second-language skills acquired outside the University of Ottawa.
7. You can receive a maximum of 30 advanced-standing units in recognition of prior learning.
8. Advanced standing is granted only if your knowledge is considered equal to that of the students who have completed the course in question.
9. Advanced-standing units will appear on your transcript but do not count towards University of Ottawa residency requirements (i.e., courses you **must complete at the University of Ottawa**).
10. Some licensing bodies or professional associations may not recognize units obtained in recognition of prior learning.
11. In the event your request for advanced standing is not approved, you can appeal the decision in writing to the dean (or the dean's representative) of the faculty or school offering the course.

PROCEDURE

You can request a copy of the outline for the applicable course from the department responsible for the course in order to help you determine if your knowledge and skills match the expected learning outcomes for the course.

1. Submit the completed and signed Request for Prior Learning Recognition form to your faculty or school in person or by mail, along with the required supporting documents.

It is very important that you sign the form. All material submitted with your request must be in either French or English, otherwise you must provide a certified French or English translation of the content along with the original material. Such material can include your résumé, a description of your experience and prior learning, copies of assignments and employer letters. Note the person assessing your file at the University may contact employers and other references you include in your request in order to confirm the validity of any documents.

2. Pay the non-refundable administrative fee, which includes a fee to have the eligibility of your request determined and, if it is deemed eligible, a fee for the assessment itself. Please check the [Administrative fees](#) website (under **Other admission-related fees**) to see the costs associated with the request.

These fees will appear on your Statement of Account in uoZone (uOttawa.ca/students) under **Finances and jobs**. By submitting a request for prior learning recognition, you agree to pay all applicable fees and acknowledge that once the process has been started, you will automatically be billed for the applicable fees and that these fees will not be reversed should you decide to withdraw your request. Note that if you have an outstanding balance on your student account, you will not be able to obtain any official University of Ottawa documents, such as transcripts, grade reports and diplomas.

REQUEST FOR PRIOR-LEARNING RECOGNITION

- Please carefully review the **rules and procedure** to be followed before submitting your request because once the process is started you are liable for the applicable fees.
- Submit one form per course.
- Return the duly completed and signed form along with the required supporting documents to your faculty or school.
- Check your Statement of Account in uoZone (uOttawa.ca/students) under **Finances and jobs** to view the fees related to your request. It is your responsibility to verify and pay these fees using an accepted method of payment.

SECTION TO BE FILLED IN BY THE STUDENT			
LAST NAME		GIVEN NAMES	
STUDENT NUMBER			
TELEPHONE NUMBER (AT HOME)	TELEPHONE NUMBER (AT WORK)	E-MAIL	
		@uOttawa.ca	
FACULTY / SCHOOL:		PROGRAM OF STUDIES:	
Code and title of course for which you are requesting recognition (Must have been scheduled at the University of Ottawa within the previous 24 months.)			
CODE:	TITLE:		
Justification for request (attach a separate sheet if necessary)			
Supporting documents (Originals will be returned to you; however, photocopies are usually retained for auditing purposes)			

I have read, understood and agree to the **rules and procedure** for requesting recognition of prior learning. I understand I must pay any applicable administrative fees to the University of Ottawa and that these fees are non-refundable, as outlined in the procedure.

_____ DATE

_____ SIGNATURE (REQUESTER)

FOR FACULTY USE			
ADVANCED STANDING GRANTED	COURSE CODE AND TITLE:	UNIT:	_____
ADVANCED STANDING REFUSED	REASON: _____		
DEPARTMENT	FACULTY	<input type="checkbox"/> ADVANCED STANDING AND BASIS FOR ADMISSION ENTERED INTO THE STUDENT INFORMATION SYSTEM	
DATE	SIGNATURE	DATE	SIGNATURE

REGI-3170(E) PDF 2019/11