

TRANSFER YOUR CREDITS

Reduce your course load.
Avoid retaking courses.



AM I ELIGIBLE FOR CREDIT TRANSFER?

Courses completed with a 2.0 (C, 63%) or greater at a recognized postsecondary institution within the last 5 years could be eligible for exemption. Electives and certain other courses at the department's discretion do not have a time limit.

WHAT DO I NEED TO TRANSFER MY CREDITS?

In addition to the requirements outlined above, you'll need the following:

- Algonquin College "Accepted" status
- An official copy of your transcript (external credits)
- Course outline/syllabus (external credits)
- Credit card (external credits)

WHAT ARE THE BENEFITS OF TRANSFERRING MY CREDITS?

- Opportunity to reduce your course load
- More time to study, work on assignments, or work part-time

HOW DO I TRANSFER MY CREDITS?

1. Choose

- If you completed your courses at Algonquin, you'll need an internal credit transfer.
- For courses completed elsewhere, you'll need an external credit transfer.

2. Prepare

- For external credit transfers, gather your course outlines and official transcripts.
- You'll need a credit card (or prepaid credit card) to pay a fee of \$10 per course for external credit transfers. (Internal credit transfers are free.)

3. Send

- Log on to ACSIS and click the "Exemptions" button on the left.
- If applying for an external credit transfer, upload your transcripts and course outlines. (In the case of internal credit transfers, Algonquin will already have these on file.)
- Pay for your credit assessment.

4. Monitor

- You will receive an email from the Registrar's Office once your request is completed. Check your ACSIS account for the exemption to appear in your grades.

5. Respond

- If your request is approved, you may wish to meet with your Program Coordinator to make changes to your schedule. The sooner you make changes, the better.
- Students with OSAP funding should be careful not to lose their full-time student status as it may negatively impact their funding.



algonquincollege.com/transfer-options



CONTACT US

[algonquincollege.com/
transfer-options](https://algonquincollege.com/transfer-options)

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PLAR (PRIOR LEARNING ASSESSMENT AND RECOGNITION)

Turn life experience into course credit.

WHAT IS PLAR?

PLAR (Prior Learning Assessment and Recognition) allows you to receive course credit for non-academic life experience, such as employment, community work, independent study, on-the-job training, volunteering, or travel and leisure.

AM I ELIGIBLE FOR PLAR?

To apply for PLAR, you must be:

- An Algonquin College student.
- 19 years of age or older, or have an Ontario Secondary School Diploma or equivalent.
- Have work or life experience related to specific course content.

Upon application, your eligibility for PLAR will be further screened by the PLAR Office and the academic area.

HOW DOES PLAR WORK?

PLAR is usually done on a course-by-course basis.

If you are found to be a good fit for PLAR, you will be provided with an assessment (exam, portfolio, assignment, etc.).

PLAR grades appear on your transcript as if you had taken the class (i.e. as a letter grade, or a P/F), with the exception of General Education Electives, which appear as a CR, indicating credit.



HOW DO I APPLY FOR PLAR?

Research

- Go to the PLAR website (www.algonquincollege.com/plar) and review the course outline for the course(s) you are interested in challenging through PLAR.
- Complete a self-assessment for each course. Carefully consider how your knowledge and skills match up to the Course Learning Requirements (CLRs).

Application

- If you feel comfortable with the CLRs of a course, apply online for PLAR through the PLAR website.
- Await email confirmation that you are eligible for PLAR.
- Once your eligibility is determined, withdraw from the course if you are currently taking it.
- Pay your PLAR fee.

Assessment

- Work on your portfolio or assignment, or schedule an exam.
- Submit your assessment, in electronic format, to plar@algonquincollege.com.

Achievement

- Receive the results of your assessment via email, and if successful, obtain college credit.



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