## How to Apply

Version 12

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## How do I apply for PLAR?

Review the course outline(s) for the course(s) you are requesting prior learning credit towards.

Full-time course outlines can be found by searching the Seneca Subject Outlines page by subject code (e.g. ABC123).

Course outlines for courses offered through the Faculty of Continuing Education and Training can be found by searching the Search for Course Outline page.

If you are unable to obtain the current course outline from either of the above resources, please contact the Transfer Credit and PLAR Office at <a href="mailto:theservicehub@senecapolytechnic.ca">theservicehub@senecapolytechnic.ca</a> for assistance obtaining the correct course outline.

- Complete and submit the PLAR Application Form to the Transfer Credit and PLAR
   Office at theservicehub@senecapolytechnic.ca. Your application will be reviewed to
   determine if you meet the PLAR preliminary eligibility requirements.
- 2. If you meet preliminary eligibility requirements, you will be contacted by the Transfer Credit and PLAR Office to complete a detailed PLAR Self-Assessment Form specific to your request(s). This form will be provided by the Transfer Credit and PLAR Office. Please complete and return this form.
- The academic area will review your completed Self-Assessment to determine whether
  to proceed with a PLAR assessment. If approved, you will be enrolled and connected
  with a PLAR representative from your academic program to guide you through the
  next steps.
- 4. Once the assessment has been completed and evaluated, the Transfer Credit and PLAR Office will contact you via email with your results. If successful, a grade will be added to your transcript for the course.

Please note that any determined use of Generative Artificial Intelligence or unauthorized

third-party (human or technical) with the production of the supporting documents will result in an Academic Integrity Warning on your student account. Any additional attempts in which Generative Artificial Intelligence is found to have been used or an unauthorized third party will result in an Academic Integrity Offence on your student account and a ban from applying for PLAR.

tags:plar