

APPROVAL BY TRANSFER COORDINATOR

Signature: _____

Date: _____

STEP 1: Complete student information section and proceed to Step 2. Application must be received by the Office of the Registrar by the end of the first week of classes.

STUDENT INFORMATION

Please print clearly

Last Name: (Family) _____

First Name: (Legal) _____

Middle Initial: _____

Student ID:

Phone: _____

MyMRU E-mail: _____

Program: _____

Semester: Fall (Sept-Dec) Winter (Jan-Apr) Spring (May-Aug) Year:

COURSE REGISTRATION INFORMATION

Course Registration # (CRN #)					SUBJECT				COURSE NUMBER				SECTION NUMBER		
5	5	5	5	5	H	I	S	T	2	2	0	1	0	0	4

STEP 2: The student must make an appointment with the Chair of the department offering the course. The Chair shall evaluate the request to determine if the student has sufficient background to attempt the PLAR process. If the PLAR request is approved by the Chair of the department offering this course, the assessment must be completed and a grade assigned by the fourth week of classes.

FACULTY: PRIOR LEARNING ASSESSMENT

Please check one: Challenge Examination (written) Portfolio Assessment Portfolio-assisted assessment which may include:

Work Samples

Practical and laboratory demonstrations

Interviews and/or oral exam

Performance assessment

Name: _____

Signature: _____

Date: _____

STEP 3: Office Use

OFFICE OF THE REGISTRAR

Student Fees Paid Date: _____

Instructor Paid Date: _____

Registration Assistant Name: _____

Initials: _____

Date: _____

STEP 4: Grading

FACULTY

I have determined that the student has demonstrated course knowledge. Assessment results:

CR - (Credit Awarded)

NC - (Credit Not Awarded)

Instructor's Name: _____

Signature: _____

Date: _____

STEP 5: Office Use

OFFICE OF THE REGISTRAR

Records Evaluator Name: _____

Initials: _____

Date: _____

Freedom of Information and Protection of Privacy: The personal information you provide on, or with, this form is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act in the Province of Alberta. This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities and in compliance with data sharing agreements with the Students Association of Mount Royal. Further information is available in the Mount Royal calendar and at www.mtroyal.ca. Questions can also be directed to the Office of the Registrar at 4825 Mount Royal Gate, SW, Calgary, AB; T3E 6K6 or by phone at 403.440.6346.