

## REQUEST FOR COMPETENCY-BASED LEARNING RECOGNITION

The University of Windsor 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 and training, independent study/self-teaching, non-credited coursework, volunteering, travel, hobbies, and family.

Competency Based Learning (CBL) is an acceptable process for assigning credit at the undergraduate level for learning stemming from experience acquired independently of courses taken at an accredited post secondary institution. CBL provides a mechanism whereby credit is given for equivalence in an undergraduate course or undergraduate level elective to those students who have mastered the content of a course or subject area without having taken a formal course

To be evaluated for CBL (Competency-Based Learning), you must **submit the attached application** and include appropriate supporting documentation per the instructions on the application form and **pay the evaluation fee**. The process of evaluation can take some time and is dependent on the completeness of your submission so please assemble all related items and submit as early as possible for consideration.

### ELIGIBILITY

- To be eligible for competency-based learning evaluation, you must be admitted to an Undergraduate program at the University of Windsor.
- Submit your request prior to or during your first semester at the University of Windsor (we strongly recommend you submit your request as early as possible as the assessment process can be lengthy).
- Advanced-standing credits are awarded strictly for courses at the University of Windsor and that are part of your degree program.
- You can receive a maximum of up to 10 semester courses (30 credit units).
- Advanced-standing credits do not count towards [University of Windsor residency requirements](#) (i.e., courses you MUST complete at the University of Windsor).
- 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).
- Some licensing bodies or professional associations may not recognize units obtained in recognition of prior learning.
- Please refer to the policy of [Advanced Standing and Credit Transfer \(Undergraduate\)](#)

### PROCEDURE

- Submit the completed and signed Request for Competency-Based Learning form to the Office of the Registrar in person or by email to [admissions@uwindsor.ca](mailto:admissions@uwindsor.ca).
- Pay the non-refundable Competency-Based Learning assessment fee ([Registrarial Service Fees | Office of the Registrar \(uwindsor.ca\)](#)).
- The Office of the Registrar shall send the completed application and supporting documentation to the appropriate Faculty representative for evaluation.
- The Dean (or designate) and a qualified faculty member assigned to evaluate the application will determine the appropriate method(s) to evaluate the learning experiences and skills presented in the application, which could include but is not limited to challenge testing, interviews, oral examination, simulation/performance evaluations, case study, practical/laboratory demonstration, or portfolio assessment.
- The qualified faculty member assigned to evaluate the application will contact the applicant as necessary to make appropriate arrangements and follow-up on any additional documentation requirements to complete the assessment.
- Assessment results will be relayed to the Office of the Registrar who will communicate the final results to the applicant and update the student records accordingly



# REQUEST FOR COMPETENCY-BASED LEARNING RECOGNITION

**TO BE COMPLETED BY THE STUDENT:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ (University will use this address to contact you)

University of Windsor Student Number: \_\_\_\_\_

Faculty/Department: \_\_\_\_\_ Program of Study: \_\_\_\_\_

**ACADEMIC SUBJECT AREA AND/OR SPECIFIC COURSES**

Provide the **Academic Subject Area(s)** you are seeking credit for (e.g., Biology, Forensics, etc.)

\_\_\_\_\_  
\_\_\_\_\_

If applicable, list the **Uwindsor Course** code(s) and title(s) for specific course(s) you are requesting recognition of:

COURSE CODE	COURSE TITLE

Provide a detailed statement of rationale explaining your previous life experience and how it represents university level knowledge that may qualify for course credit. Highlight the learning/knowledge you have accumulated through paid or unpaid work, independent study, volunteering, hobbies, workshops, seminars or other sources, related to this area of study or specific course. How have you been using your knowledge in areas covered by this course? (attach a separate sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List supporting documents attached to this application (resume, work samples, portfolio, employer/reference letters, etc.); additional documentation may be requested in the evaluation of your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date \_\_\_\_\_ Signature \_\_\_\_\_

**OFFICE USE**

Advanced Standing Granted-Course Code and Title \_\_\_\_\_

Advanced Standing Refused-REASON \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dean (or designate) \_\_\_\_\_ Department \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_