

# Policy on Prior Learning Assessment and Transfer Credit

**CATEGORY:** Student – Administrative

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**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** President

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## Policy Purpose & Summary

This policy, entitled “*Policy on Prior Learning Assessment and Transfer Credit*”, has been created to regulate the application of credit through knowledge and skills transferred from prior learning.

It is the policy of the College to formalize the regulations surrounding Prior Learning Assessment (PLA) and Transfer Credits as outlined below.

## Scope

This policy applies to all individuals applying for admission to the College, all students enrolled at the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

## Policy

### 1. PRIOR LEARNING ASSESSMENT

- 1.1. The College must grant credit for a Course on the basis of prior learning acquired through formal studies or professional, work or life experience.
- 1.2. The College uses challenge examinations set by relevant Faculty Members to determine competency levels.
- 1.3. The cost of the challenge examination shall be equal to the cost of the individual Course tuition.
- 1.4. The non-refundable Administrative Fee must be paid prior to the writing of the examination.
- 1.5. A Prior Learning Assessment cannot apply a credit to a Program except where at least one (1) of the circumstances exist as outlined below:
  - 1.5.1. In the case of a closure of another academic institution where the student was previously studying and the College has been appointed by the Private Training Institution Branch to provide a comparable Program of instruction.
  - 1.5.2. A student in a Program of instruction that leads to employment in a career occupation regulated by a regulator.
- 1.6. **PLA Application Procedures**
  - 1.6.1. Any individual who wishes to investigate the possibility of having prior learning recognized by the College should apply to Student Services as soon as possible in order to challenge an examination.
  - 1.6.2. Upon receiving the challenge application, Student Services must submit the application to the Senior Educational Administrator for approval.

1.6.3. The Senior Educational Administrator must review the challenge application and respond to Student Services with either an approval or denial within seven (7) business days.

1.6.4. Upon receipt of such approval, Student Services must arrange for the writing of a challenge examination.

1.6.5. The passing of a challenge exam with a minimum grade of sixty-five percent (65%) must be reflected on a transcript as "CR (PLA)".

#### 1.7. Restrictions on Challenge Exams

1.7.1. A student may only challenge an exam once.

1.7.2. A challenge examination may not be used when a Course has been taken and failed by the student.

1.7.3. An individual must be accepted as a College student in order to apply for a Prior Learning Assessment challenge examination.

1.7.4. A PLA assessment is limited to only fifty percent (50%) of the Program. A minimum of fifty percent (50%) of the academic Program must be Completed at the College.

## 2. TRANSFER CREDIT

2.1. Transfer credits may be granted in recognition of Coursework Completed at other Post-Secondary institutions. The Courses done at other institutions must have similar outcomes and the application must be supported by official transcripts and Course outlines.

2.2. The Coursework for which the student is requesting Transfer Credit must be related to the student's Program at the College. It must be comparable in breadth and depth in its essential elements to the specific College Courses to be credited.

2.3. A Transfer Credit Assessment is limited to only fifty percent (50%) of the Program. A minimum of fifty percent (50%) of the academic Program must be Completed at the College despite Transfer Credits available/granted.

#### 2.4. Transfer Credit Application Procedure

2.4.1. An application for Transfer Credit must be received by Student Services prior to the commencement of the Courses for which the Transfer Credit application is being made.

2.4.2. The application must not be processed until the non-refundable Application Fee and per-Course Transfer Credit Fee has been paid along with a duly Completed Transfer Credit application.

2.4.3. Transfer credit fees remain non-refundable despite the outcome.

2.4.4. A student requesting Transfer Credit must submit the appropriate form along with all required documentation to Student Services.

2.4.5. The following documents are required to accompany the application:

- ❖ An official transcript from a Post-Secondary institution; and
- ❖ A Course description for each Course.

2.4.6. Once an application is received, Student Services must submit the application to the Senior Educational Administrator for approval. The Senior Educational Administrator must have five (5) business days to review the documentation and make a decision.

2.4.7. Once the Senior Educational Administrator has made a decision, Student Services must advise the student of the results within five (5) business days of receipt of the application from the relevant Faculty Member.

2.4.8. If approved, Student Services must enter "CR (TC)" on the student's academic transcript for each approved Course.

## 3. ACADEMIC RESIDENCY REQUIREMENT

3.1. In order to satisfy academic residency requirements for a College credential, a student must satisfactorily complete a minimum of fifty percent (50%) of the total required Program at the College unless Section 1.5.1 or 1.5.2 are applicable.

## Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1017 – Prior Learning Assessment Policy
- Policy #1019 – Transfer Credit Policy

**ACCOMPANYING POLICIES:** This policy is a part of a suite of administrative oriented policies under the Student Policies category.