Assessment of Prior Learning

Policy: Recognition of Prior Learning and Transfer Credit

Category: Academic
Approval Date: May 22, 2020

Procedure Owner: Academic Policy Committee
Effective Date: July 1, 2020

Procedure Administrator: Registrar
Review Period: 5 years

Associated Documents:
Transfer Credit Procedure

PURPOSE
To set out the process for students, faculty and staff to provide recognition for a student’s prior learning as credit towards the completion of a program or course(s).

PROCEDURE

Prior Learning

Prior Learning is recognized in the following ways:

1. Advanced Placement: No grade is assigned and AP is indicated on the transcript.

2. Challenge Exam: A grade is assigned and is indicated on the transcript along with a notation that the course was a challenge. A student cannot challenge a course for which they have already received credit.

3. Prior Learning Assessment and Recognition Credit:
   a. A maximum of three courses can be assessed for Prior Learning for certificate or diploma programs.
   b. A maximum of six courses can be assessed for Prior Learning for degree programs.
   c. Prior Learning decisions are not appealable.
   d. Applications can be submitted at any time once a student is admitted into a program; however, applications received within four weeks of the start of term may not be processed prior to the Course Add/Drop date of that term.
   e. No grade is assigned and PL is indicated on the transcript.

4. Students are responsible for all associated fees.

5. Not all courses are eligible for Prior Learning Credit.