

 <b>ASSINIBOINE COMMUNITY COLLEGE</b>	# Pages	Number Also refer to policy F30 for fee schedule
	1 of 2	A6
<b>Policies and Procedures</b>	Originator Vice-President, Academic	
Title <b>Prior Learning Assessment and Recognition</b>	Effective Date	Replaces
	July 1, 2007	A6 - update only

**Purpose:**

To outline a procedure for prior learning assessment and recognition (PLAR) on a course-by-course basis at Assiniboine Community College. Prior learning is any learning that an individual has acquired from formal education, work, and/or volunteer experience, personal study and other life activities. The learning should be current, relevant to the course and of sufficient breadth and depth to ensure college level learning. The student will demonstrate this learning through valid, rigorous assessment methods that follow college policies and procedures. If the learning demonstrated is equivalent to that normally acquired through a formal course in the chosen area of college study, then credit may be granted. PLAR is not to replace a course in which a student was unsuccessful.

**Policy:**

The assessment of prior learning shall be determined through the writing of exams, the evaluation of skills, the assessment of portfolios, or a combination of any of these.

**Procedure:**

1. This procedure refers to the process of obtaining an assessment of prior learning on a course-by-course basis.
2. Inquiries should be directed to the Admissions and Registration Department. Individuals must have applied to a program and met all program entrance requirements before applying for prior learning assessment.
3. It is recommended that individuals meet with the Dean/Director or designate prior to applying for prior learning assessment, in order to determine whether or not their experiences are appropriate to proceed with prior learning assessment.
4. To be considered for prior learning assessment, individuals must complete and submit to the Registrar the attached Application for Prior Learning Assessment. A per course evaluation fee equivalent to the tuition fee for that course must accompany the application for prior learning assessment.
5. An applicant who is successful in writing challenge exam(s) or obtaining credit through skill or portfolio evaluation, who obtains credit in and wishes to complete a program (i.e. obtain a certificate or diploma) may register in courses in the program when space permits.
6. Credit obtained through prior learning assessment will appear on a student's transcript utilizing the program-grading scheme as outlined in Policy A8 Student Evaluation and Progression. The following grades will be acceptable: A+, A, B+, B, C+, C, D, F, Pass, No Pass. In addition, a grade of \*\*\* (Mark Not Yet Recorded) may appear on a student's transcript if a prior learning assessment is in progress at the end of a term, or whenever a student mark statement or transcript is produced.

7. A student may not withdraw once a PLAR process is underway; i.e. voluntary withdrawal is not permitted.
8. If a student does not satisfactorily complete the requirements for PLAR within the allocated time, a non-passing grade will be awarded; i.e. an incomplete is not permitted.
9. Supplementals are not allowed as part of the PLAR process.
10. A student may not audit a PLAR.
11. Except in the case of advanced certificates and advanced diplomas, credit will be granted for no more than one-half of an Assiniboine program of studies through credit gained from prior learning assessment. Credit will be granted for no more than three-quarters of an Assiniboine program of studies through a combination of credit granted for prior learning assessment, and for credit granted for previous education gained at other institutions. (See Policy A7.)
12. In the case of advanced certificates and advanced diplomas, no credit will be granted from a credential (e.g. diploma, baccalaureate degree) which is used as an entrance prerequisite for that advanced diploma or advanced certificate program.
13. Once the results of the PLAR assessment are determined, the Admissions and Registration Department will notify the PLAR applicant in writing of these results.
14. An applicant who is unsuccessful in writing an exam or unsuccessful in his/her application for skill or portfolio credit may not re-challenge unless subsequent acceptable upgrading and/or experience is obtained.
15. A student who takes a course through normal delivery and is unsuccessful in obtaining a passing grade is not eligible to apply for credit through PLAR unless subsequent upgrading and/or experience is obtained.
16. From time to time, it may be necessary to establish special procedures for assessing prior learning for particular program areas. When such projects are identified and approved by the Vice-President, Academic, specific procedures will be identified in the project terms of reference that may deviate from the procedures outlined in this policy.
17. Articulation agreements that Assiniboine Community College develops with other institutions may contain specific provisions that override this policy.

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Date

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President



**ASSINIBOINE**  
COMMUNITY COLLEGE

1430 Victoria Avenue East  
Brandon Manitoba R7A 2A9  
Telephone: 204-725-8700 ext. 6742  
Fax: 204-726-7110

## APPLICATION FOR PRIOR LEARNING ASSESSMENT

**PART 1: To be completed by applicant and submitted to Admissions/Registration Department**

**Student Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_ **Applying for Credit in Program:** \_\_\_\_\_

Course Number(s)	Course Name(s)	PLAR SECTION START DATE (Office Use Only)	FEE ASSESSED (Tuition Only) (Office Use Only)
<i>e.g. BUSN-0015</i>	<i>e.g. Customer Service</i>		

**REQUESTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Student)



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## RESULTS OF PRIOR LEARNING ASSESSMENT

**PART 2: To be completed by the Program area and returned to Admissions/Registration Department.**

**Program:** \_\_\_\_\_ **Assessor:** \_\_\_\_\_

An assessment has been completed for \_\_\_\_\_  
 (Name of Applicant)

and the following prior learning credits have been awarded:

Course Number	Course Name	GRADE ASSIGNED
<i>e.g. BUSN-0015</i>	<i>e.g. Customer Service</i>	<i>e.g. B+</i>

**AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 (Dean/Director/Chairperson)

**RECEIVED BY ADMISSIONS/REGISTRATION DEPARTMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_