



NLC-RO192  
**Recognition of Prior Learning (RPL)**

Forward this application to: Office of the Registrar  
 Bag 3000, Grouard AB. T0G 1C0  
 Phone: (780) 751-3200 Fax: (780) 751-3376

This form is to request & document the identification, assessment and evaluation of knowledge, skills and attitudes acquired through either **Formal Learning** or **Non-Formal/Informal Learning**. Select appropriate assessment being requested.

<b>Student Name:</b>		<b>Student ID:</b>
<b>Student Address:</b>		<b>Phone:</b>
<b>Program:</b>	<b>Campus:</b>	

**Formal Learning** – Requesting recognition of credit courses/programs taken at other post-secondary institutions for credit in NLC courses or programs (official transcripts from sending institutions required) or for credit for an NLC course to a different course at NLC.

- **Advanced Standing (ADV)** *For career programs except where university transfer for course work is warranted; no credit assigned*
- **Transfer Credit (TC)** *For university transfer programs; credit is assigned, only available for up to 200 Level courses*

**No Tuition Charge**

Training Institution/Agency Name	Training Institution/Agency Course Number & Name	NLC Course Number & Name for which credit is being requested	EQUIVALENT (ADV or TC)	NOT EQUIVALENT Reason(s): AGE Age of course CON Content match GRA Grade/mark	Evaluator Initial

I am applying for credit as noted above. I am aware that Northern Lakes College will review and make decisions based on equivalencies as approved by the Registrar. Northern Lakes College is not restricted or bound by any claims made by other institutions or agencies regarding acceptability for credit without a specific transfer agreement being in place.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Program Chair:</b> _____	<b>Date:</b> _____
<input type="checkbox"/> <b>Transcript Received</b> <input type="checkbox"/> <b>Letter Completed</b>	<input type="checkbox"/> <b>Uploaded</b>
<b>Registrar's Office:</b> _____	<b>Date:</b> _____

**Non-Formal and Informal Learning (Prior Learning Assessment) Evaluation to be completed on page 2**

<b>Student Name:</b>	<b>Student ID:</b>
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- Non-Formal & Informal Learning (Prior Learning Assessment)** - Assessment & Recognition of knowledge & skills acquired in relation to a specific goal.
- **Non-Formal** *Non-credit courses, professional workshops, on-the-job training*
  - **Informal Challenge** *One of or a combination of: challenge exam, interview, performance/product/assessment, resume, questionnaires, surveys, work samples, assignments, etc.)*

Applicants are required to contact the program advisor to discuss requirements and process for applying for evaluation of Non-Formal and Informal Learning.

**Tuition charged at 50% of normal tuition for each course approved.**

Type of Assessment - Non-Formal - Informal (please describe)	NLC Course Number & Name for which Recognition is being requested	Decision (Indicate Mark Assigned or Not Approved)	Evaluator Initial	Fee (50% of normal tuition)	Mark Entered (Date)

<b>Program Chair:</b> _____	<b>Date:</b> _____
Letter Completed <input type="checkbox"/> Enrollment Entered <input type="checkbox"/> Fee @ 50% <input type="checkbox"/> Uploaded <input type="checkbox"/>	
<b>Registrar's Office:</b> _____	<b>Date:</b> _____

**Assessment of Course Credit for Advanced Standing and Transfer Credit**

**Assessment of course credit is based on the following criteria:**

- 1) Does NLC have an agreement in place to accept the course from the external post-secondary institution?
- 2) Is the course from an accredited post-secondary institution?
- 3) How old is the course? Some programs which have constantly changing outcomes due to continual changes in the field of study or industry (business related, information technology, health care, etc.) use a shelf life for courses of seven to ten years. However, other programs with courses that change little around learning outcomes have shelf lives much greater.
- 4) What is the grade achieved in the transfer course? Depending upon the program, the minimum grade for transfer is 60% or a "C-" or a 1.7GPA (4.0 point scale).
- 5) Will the minimum requirement for residency in the program be met? Each program has a minimum number of credits and specific courses which must be taken at NLC and may not be transferred in. Most programs have a residency of 25% (i.e. minimum of 4 courses of 12, or 24 credits of 32, unless the student has a Letter of Permission from the Registrar.

**Assessment of Prior Learning Assessment**

- 1) Mark is assigned based on assessment of non-formal learning.
- 2) Assessment may also include formal learning that is not deemed to meet the requirements for Transfer or Advance Credit.