



Recognition of Prior Learning Procedure

This document is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Sponsor:	Student Services
Procedure Owner:	Vice President, Academic
Procedure Administrator:	Registrar
Approved by:	President’s Advisory Team
Approval Date:	December 4, 2024
Effective Date:	December 4, 2024

Objective:	Northern Lakes College (“College”) may grant credit that cannot be recognized through a formal transfer credit procedure to admitted students for knowledge and skills gained through work or life experience. Students must make a formal request for assessment of prior learning for credit potential. Recognition of Prior Learning (PLAR) practices must remain consistent and reflect appropriate academic standards. The purpose of this procedure is to define the roles and responsibilities of the student, Faculties and the Office of the Registrar.
Procedure:	<p>Student Request for Recognition of Prior Learning:</p> <ol style="list-style-type: none"> 1. To request PLAR, students submit a completed Recognition of Prior Learning (RPL) – NLC-RO192 form to the Registrar’s Office. 2. Prior to application review, all admission requirements, applicable deposits and acceptance into program of choice is required. <ol style="list-style-type: none"> A. In addition, payment of a non-refundable PLAR fee of 50% tuition for the course being assessed is required prior to review. B. The Office of the Registrar will inform the Program area once this fee has been paid. 3. It is the students’ responsibility to ensure all supporting documents are submitted to the Office of the Registrar. <ol style="list-style-type: none"> A. Incomplete applications will not be reviewed. 4. The average processing time for PLAR requests is 4-6 weeks. 5. The College reserves the right to limit PLAR. 6. Students may not receive PLAR credit for courses that they have previously failed at Northern Lakes College. <p>Method of Assessment</p> <ol style="list-style-type: none"> 1. The method of assessment will vary based on the course for which PLAR is being requested. The assessment will ensure learning outcomes for the

course have been met through experiential learning.

A. PLAR assessments may include, but are not limited to:

- i. Portfolio assessment,
- ii. Examination and/or assignment,
- iii. Skills or lab assessment,
- iv. Letter from employer.

2. The student is responsible to provide all required documentation and evidence for assessment of prior learning.
3. Documents and evidence submitted for the purpose of assessment will be considered confidential, and will be used for the purpose of the specified PLAR assessment only.
4. The College has an established residency requirement which varies by program. PLAR cannot exceed residency requirements.
5. While recognized by the College, other institutions may not recognize PLAR.

Evaluation of PLAR

1. The Office of the Registrar forwards the request to the program chair or designate for evaluation. The program area reviews the application and supporting documentation.
2. The final results of the PLAR review are under the authority of the Office of the Registrar and will be posted to the official transcript.
3. A grade of "P" is assigned by the Office of the Registrar when PLAR has been granted. This grade is not calculated within the grade point average (GPA).
4. The program area has the authority to determine ineligibility of courses available for PLAR assessment.

PLAR Decision

1. The Office of the Registrar will communicate the PLAR decision to the student and program area by email.

PLAR Appeals

1. Students have the right to appeal. Appeals are submitted in writing to StudentAppeals@northernlakescollege.ca within seven (7) calendar days of the PLAR email notification, and must include evidence of why the original decision should be reconsidered.
2. An alternate program designate will review the student application and appeal.
3. The Office of the Registrar will communicate the decision to the student by email, in five (5) business days. Appeal decisions are final.

Post-Secondary Challenge Exams

1. A challenge is ideal when a student believes they have the skills or knowledge relevant to a specific course but they do not have the course completed.
2. Challenge Exam Requirements:
 - A. The student must meet all course prerequisites.
 - B. Partial credit cannot be used.
 - C. Challenges can only be attempted once per course.
 - D. Payment of a non-refundable fee of 50% tuition for the course being challenged is required prior to scheduling the challenge.
3. Requests for challenges are made to the Program. The Program Chair determines if a challenge is permitted. The Chair will inform the Office of the Registrar of the challenge date.
4. Challenges may take the form of assignments, a comprehensive exam, projects and the like, but must measure the learning outcomes expected of a successful course completer. The program area determines the form the challenge will take.
5. If enrolled in the course, the student must request a challenge prior to the 75% refund date. Current students may request to challenge courses they are not enrolled in at any time.
 - A. If not enrolled in the course and unsuccessful in the challenge, the student may find interruptions in programming when the course is a prerequisite for future courses.
6. When a student challenges a course, the grade awarded will be the student's mark for that course whether or not the challenge is successful. It will not be differentiated from a mark earned by completing the same course.
 - A. A failed challenge may affect the student's ability to progress in the program, if the course is a prerequisite for future courses.
7. Challenges cannot exceed residency requirements.
8. A student may not challenge any course whose equivalent appears on the student's transcript, whether or not the student successfully completed the course.

Challenge Decisions

1. The program area will communicate the Challenge outcome to the student and Office of the Registrar by email.

Challenge Appeals

1. Students have the right to appeal. Appeals are submitted in writing to StudentAppeals@northernlakescollege.ca within seven (7) calendar days of the email notification, and must include evidence of why the original

	<p>decision should be reconsidered.</p> <ol style="list-style-type: none"> 2. An alternate program designate will re-grade the Challenge exam/assignment. This grade will then become the final Challenge grade. 3. The Office of the Registrar will communicate the decision to the student by email, in five (5) business days. Appeal decisions are final.
Definitions:	<p>Admission is the decision of the College to accept an applicant based on the process of applying to and providing the necessary documentation for consideration for entry to a program or course of studies.</p> <p>Admission requirements are set of criteria stipulating education, training, or experience needed for eligibility to enter an educational program or occupation. May include minimum marks, levels of achievement, exam scores, and/or documentation such as criminal records check and immunization records. Also known as entrance requirements.</p> <p>Challenge Exams are a form of prior learning assessment and recognition a student can take to prove their knowledge of a course curriculum.</p> <p>Grade Point Average (GPA) is a measure of a student’s weighted average obtained by dividing the total number of grade points earned by the total units of course weight attempted in a defined time frame.</p> <p>Prior Learning Assessment and Recognition (PLAR) is a formal evaluation and recognition of the skills and knowledge applicants have, regardless of how or where these skills were obtained (e.g., through informal education or training, paid or unpaid work experience, volunteer work, life experience). Recognition is not awarded for experience; it is awarded for demonstrating knowledge or skills acquired through experience.</p> <p>Residency Requirement is the minimum number of credits in a program that must be taken through Northern Lakes College in order to receive a credential. The residency requirement varies by program.</p>

Related Northern Lakes College Documents:	<p>Student Services – Admissions Policy Academic – College Parchments Procedure Academic – Grading and Progression Through Programs Procedure Governance – Freedom of Information and Protection of Privacy Procedure Academic – Academic Standards - Grades Regulation NLC-RO192 Recognition of Prior Learning (RPL) Form</p>
Related External Information:	<p>Alberta Advanced Education and Technology (2008). PLAR in Alberta: An Action Plan Advanced Standing & Prior Learning Assessment and Recognition (PLAR) (2009). Alberta Advanced Education and Technology (2007): Roles & Mandates Policy Framework Transfer Alberta – https://transferalberta.alberta.ca/</p>
Stakeholders Consulted:	<p>Academic Council: Feb 6, 2012; Nov 26, 2024 Deans’ Council: Apr 2, 2012; Nov 14, 2024</p>

	President's Advisory Team: Dec 4, 2024
Next Review Date:	December 3, 2029
Revision History:	December 16, 2011: New January 9, 2013 February 26, 2020: New template December 4, 2024: Revision for clarity, process, evaluation of PLAR & addition of related documents