Instructions

- Prior learning is assessed utilizing a formalized assessment process which will vary from course to course depending on the learning outcomes of the course. Typical assessment methods include examinations, projects, auditions, performances, essays and assignments. The final decision regarding the assessment methodology rests with the instructor of the course and the appropriate chairperson.
- Prior Learning Assessment (PLA) is available to students who have been admitted to Keyano College programs.
- Prior learning must be equated to existing Keyano College courses. Students are responsible for identifying the College courses for which they are seeking credit by prior learning assessment. Students are encouraged to consult with chairpersons and instructors as they complete this process.
- Prior learning assessment is available in most courses offered in career, transfer and academic upgrading programs.
- The transfer of credits earned by PLA at Keyano College to another post-secondary institution will be governed by the policies of the receiving institution.
- PLA credits will not be considered as part of the college's residency requirements.
- Students who have failed a course at Keyano College will not be permitted to apply for PLA in that course for a period of three years. Students who achieve a failing grade in a course on the basis of PLA will not be permitted a second opportunity.
- A **separate request form** is required for **each** course the student is requesting.
- Requests which are incomplete or that do not comply with the requirements listed below will <u>not</u> be reviewed.

Requesting PLA – Requirements and Information

1. Prior to applying for PLA, students are encouraged to seek information from the Registrar, the Program Chair, and the instructor. Applications for PLA can be obtained from the college website (www.keyano.ca/forms) and completed applications should be submitted to the Office of the Registrar.

2. The Registrar will review the application with the chairperson and instructor. If the application is approved, the Registrar will advise the applicant and the instructor will schedule the assessment with the applicant. If the application is denied, the Registrar will advise the applicant in writing of the reasons for the denial.

3. The standard fee for a PLA assessment is 50 per cent of the normal course fee. When a PLA assessment can be made at the time of admission to a program on the basis of admissions assessment and placement, the fee will be reduced to 25 per cent of the normal course fee. Fees are non-refundable and must be paid one week prior to the student undertaking the assessment process.

4. The instructor will forward the PLA grade through the program chairperson to the Registrar. The Registrar's Office will record the grade on the student's record and will notify the student.

5. Successful completion of PLA will be indicated by a grade of PL.

DEADLINE

- Recommended: Requests for PLA should be submitted at least **one month before the start date of the term** in which the course you are requesting credit for is scheduled. Late requests, especially those received after the term has started, may result in academic and financial penalties based on the date that the advanced credit request was received by the Office of the Registrar.
- Last day to submit: PLA for courses a student is currently enrolled in must be submitted to the Office of the Registrar **by the DROP deadline** of that semester. The official academic schedule is available at www.keyano.ca/Academic/CreditCalendar/AcademicSchedule.

REVIEW TIME – A PLA request can take 4-12 weeks once all required documents are received. Once you are admitted to your program, we strongly recommend that you immediately apply for PLA to avoid any academic or financial penalties. We **DO NOT** recommend that you drop courses from your timetable until you have been notified that credit has been awarded. If for some reason credit is denied, you may not be able to be reinstated in the course.

RESIDENCY - The amount of PLA awarded is limited to **50% of the credit load** within a certificate or diploma program at Keyano College. You will be notified when maximum credit has been reached. Be aware that the amount of PLA you are awarded could affect your full-time status in any given term, and furthermore, affect any funding you may be receiving based on full-time status.

FINAL DOCUMENTATION – Once the review and assessment is completed, PLA will be posted to your transcript with a grade of PL, and you will receive notification via your Keyano student email account (keyanomail). Once posted, you can view approved PLA through your Self Service account. Check your Keyanomail and Self Service accounts on a regular basis for updates.

Keyano College Office of the Registrar | 8115 Franklin Avenue, Fort McMurray AB T9H 2H7
Toll Free 1.800.251.1408 | Telephone 780.791.4801 | E-Mail registrar@keyano.ca
www.keyano.ca/forms

REVISED 2019/08

KEYANO COLLEGE

LAST NAME (LEGAL) *	FIRST NAME (LEGAL) *	STUDENT ID # *
STUDENT PHONE # *	KEYANO PROGRAM (ACCEPTED/ENROLLED) *	TERM ENROLLED (E.G. FALL 2019) *

Request Prior Learning Assessment (1 course per form)

COURSE ID *	COURSE NAME *	CREDITS *

An authentic and reliable PLA assessment determines if an individual has skills, knowledge and abilities equivalent to the course outcomes achieved by students. The assessment criteria are determined by the program and may include:

- Written challenge exam
- Oral exam or interview
- Performance/demonstration assessment
- Product assessment
- Portfolio assessment

Your demonstration of skills and knowledge for a specific Keyano College course is evaluated by the Program Chair or designate.

STUDENT CHECK LIST: Please ensure you have completed the following

☐ I have indicated which Keyano course I am requesting credit for.
☐ I have attached the detailed description of my skills, knowledge and abilities.
☐ Resume

Please Note: Any incomplete forms will not be processed and will be returned to the student.

STUDENT SIGNATURE	DATE

Method of Payment

☐ Money Order
☐ VISA
☐ MasterCard

CREDIT CARD	EXPIRATION DATE
CARD ISSUED TO	SIGNATURE

☐ Phoned In

4120000 - 41210   GST #R107566218

Chair Use Only

Assessment Method(s) Used:

☐ Challenge Exam   ☐ Portfolio   ☐ Skills Demonstration   ☐ Certifications   ☐ Oral Interview

☐ Request Approved
☐ Request Denied   Equivalent Keyano College Course:_____

Reason for Denial

Please provide a detailed explanation for denying PLA. If more space is required, please attach an additional sheet.
This information will be included in the student's notification letter.

_____
_____
_____

CHAIR SIGNATURE	DATE

Office of the Registrar Use Only

RECEIVED BY	DATE	AUTH #	PROCESSED BY	DATE

REGISTRAR'S SIGNATURE	DATE	LETTER SENT
		☐ Yes ☐ No

Keyano College Office of the Registrar | 8115 Franklin Avenue, Fort McMurray AB T9H 2H7
Toll Free 1.800.251.1408 | Telephone 780.791.4801 | E-Mail registrar@keyano.ca
www.keyano.ca/forms

REVISED 2019/08