

PRIOR LEARNING ASSESMENT AND RECOGNITION PROCEDURE

Procedure Section:	Student and Academic Support Services	Effective Date:	January 1, 2025
Policy Owner:	Vice President Academic & Student Experience	Last Revised:	October 22, 2024
Policy Administrator:	Associate Vice President Student Experience & Registrar	Review Scheduled:	Every 4 Years
Approver:	Executive Committee Academic Council		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A. PROCEDURES

PLAR involves assessing and recognizing a person's knowledge and skills, acquired through work/life experiences, non-formal, and informal learning, in relation to applicable program or course learning outcomes. Keyano College may grant credit for prior learning, knowledge, and skills gained through non-formal learning which cannot be assessed for advanced credit. Prior

Learning Assessment and Recognition (PLAR) must follow consistent practices and reflect appropriate academic standards.

1. REQUESTING ASSESSMENT FOR PRIOR LEARNING

- 1.1 Students may request assessment of PLAR once they have received admission to the College or registered for courses in a non-credit certificate.
- 1.2 Completed PLAR Request forms are to be submitted to the Office of the Registrar for processing. Forms can be found on the Keyano College website or by contacting the Office of the Registrar.
- 1.3 The standard fee for PLAR is 50% of the normal course fee. Fees are non-refundable and must be paid prior to any assessment taking place.
- 1.4 Students may not receive PLAR credit for courses that they have previously failed at Keyano College. Exceptions may be approved by the Program Chair or Program Coordinator of the course in question, or designate, where experience or learning opportunities have occurred between the time of the course failure and request for PLAR.

2. METHOD OF ASSESSMENT

- 2.1 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. PLAR assessments may include, but are not limited to:
 - a) Written challenge exam
 - b) Written assignment

- c) Oral exam or interview
- d) Portfolio assessment
- e) Skills or lab assessment

- 2.2 The student is responsible to provide all required documentation and evidence for assessment of prior learning as requested. Documents will only be returned at the request of the student.

3. EVALUATION OF PLAR

- 3.1 Faculty and non-academic staff qualified in the appropriate discipline will undertake PLAR assessments in the format determined by the staff and/or program area.
- 3.2 Final decisions regarding equivalency or prior learning for granting PLAR rests with the individual overseeing the assessment.
- 3.3 Assessments will be respectful of the preparedness and goals of students while upholding the quality and integrity of programs and credentials offered by the College.

4. EVALUATION RESULTS

- 4.1 Successful completion of PLAR will be indicated by a grade of PL. This grade does not count towards a student's calculated GPA.
- 4.2 The transfer credits earned by PLAR at Keyano College to another post-secondary institution will be governed by the policies of the receiving institution.

5. CREDENTIAL AND GRADUATION CONSIDERATIONS

- 5.1 To be granted a certificate or diploma in a program, students must maintain residency requirements as set out by the institution.
- 5.2 To be granted a credential in a credit or non-credit program, students must maintain a residency requirement set out by the institution.
- 5.3 Parchments will not be issued if students have most courses granted by advanced credit or prior learning assessment recognition.
- 5.4 Exceptions to residency requirements may be made, in individual cases, for courses successfully completed at institutions which are signatories to the Northern Alberta Post-Secondary Institutions. The Registrar and the appropriate Program Chair will determine the credit to be awarded.
- 5.5 Courses may be excluded for PLAR based on specific program requirements and professional regulatory associations.

6. APPEAL OF PLAR ASSESSMENT

- 6.1 Students have the right to appeal any PLAR decision.
- 6.2 An appeal must be submitted in writing to the appropriate Chair and/or Dean within five (5) days of the emailed evaluation notification.
- 6.3 Students must provide sufficient proof as to why PLAR should be reconsidered.
- 6.4 If the appeal is approved reassessment will be performed by qualified faculty or non-academic staff other than those who performed the original assessment.
- 6.5 Any decision regarding the appeal is final.
- 6.6 The program area will communicate the decision to the student and the Office of the Registrar by email within 5 business days of the completion of the reassessment.

B. DEFINITIONS

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| (1) | College: | means Keyano College |
| (2) | Credit Programs: | means a group of related courses that exist within a formally approved credit program by Alberta's Minister of Advanced Education |
| (3) | Grade Point Average (GPA): | means a calculation indicating a student's academic achievement at the college, calculated as the total number of grade points received over a given period divided by the total number of credits awarded |
| (4) | Non-Credit Professional Certificate: | means a group of related courses that upon successful completion show an individual's competency in a specific skill |
| (5) | Policy: | means the Prior Learning Assessment and Recognition Policy |

C. RELATED LEGISLATION

- *Alberta Council on Admissions & Transfer ([ACAT](#))*
- *Freedom of Information and Protection of Privacy Act*
- *Post-Secondary Learning Act*

D. RELATED DOCUMENTS

- Credit Program Grading Policy & Procedure
- Prior Learning Assessment and Recognition Policy
- Prior Learning Assessment Request

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
09/15/2023	Creation of the new Procedure.	All	Associate Vice President Student Experience & Registrar	Vice President Academic & Student Experience
10/22/2024	Obsolete policies 2.3 Transferability Agreements, 4.4 Prior Learning Assessment and 4.7 Admission Requirements for full time programs will be rescinded.		Legislative Compliance/Policy & Procedure Coordinator	