

RECOGNITION OF PRIOR LEARNING PROCEDURE

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

Functional Category:	Academic
Parent Policy:	Recognition of Prior Learning Policy
Approval Date:	October 21, 2020
Effective Date:	October 21, 2020
Procedure Owner:	Vice President, Academic
Procedure Administrator:	Senior Manager, Registrar

Overview:

NorQuest 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. Admitted or waitlisted 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.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Requesting Credit for Recognition of Prior Learning:

- Requests for PLAR may be submitted once an applicant has met all admission requirements and has been offered admission to a college program, or has been placed on a program's waitlist.
- Requests for PLAR may only be submitted for programs that issue credentials.
- Students must submit their request for PLAR to the Office of the Registrar and pay a non-refundable PLAR fee and 50% tuition for the course requested prior to being assessed. Once the fee has been paid, the program area will be notified to arrange for the assessment to be completed.
- Students may not receive PLAR credit for courses that they have previously failed at NorQuest College. Exceptions may be approved by the Program Chair of the course in question, or designate, where the time between the course failure and request have proven further experience or learning opportunities have occurred.

Method of Assessment:

- 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:
 - Portfolio assessment
 - Examination and/or assignment
 - Skills or lab assessment
- The student is responsible to provide all required documentation and evidence for assessment of prior learning.

- 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. These documents will only be returned after assessment if requested by the student.
- Assessment of PLAR submitted by First Nation, Metis and Inuit learners will be evaluated in partnership with Indigenous Relations and Support Services. The college recognizes that First Nation, Metis and Inuit communities are the experts of their own knowledge and knowledge systems. Requests will be assessed in a culturally responsive and respectful way, which includes Elders and Knowledge Keepers to ensure the assessment is carefully considered.

Authority to Evaluate PLAR:

- Academic and non-academic staff qualified in the appropriate discipline and/or Indigenous knowledge undertake PLAR assessments. Final decisions regarding the equivalency or prior learning for granting course credit rests with these individuals. Such assessments should be respectful of the preparedness and goals of prospective students while cognizant of the rights and responsibilities of post-secondary institutions and academic staff regarding what will be expected and demanded of students within a given program.
- The final results of the review are under the authority of the Office of the Registrar and will be posted to the student's official transcript.
- Faculties have the authority to determine ineligibility of courses available for PLAR assessment.

Evaluation Results:

- Faculties will communicate the decision to the Office of the Registrar and to the student by email to the student's MyMail account.
- A grade of "PL" is assigned by the Office of the Registrar to the student's official transcript when PLAR has been granted. "PL" grades are not calculated in the grade point average (GPA).
- If the PLAR assessment is not successful, the result will not be recorded on the student's transcript.

Credential and Graduation Considerations:

- The college has an established residency requirement. Students can receive up to 50% of program credits toward a NorQuest College credential through PLAR.
- Credit awarded through PLAR may fulfill NorQuest College graduation requirements, another institution may or may not recognize this credit toward their credentials.

PLAR Appeals

- Students have the right to appeal any PLAR decision.
- An appeal must be submitted in writing to the appropriate Faculty within five (5) days of the emailed evaluation notification.
- Students must provide sufficient proof as to why PLAR should be reconsidered.
- If the decision was originally made by a program faculty designate, the appeal will be performed by another faculty designate. Any decision made by a Program Chair will be reviewed by either the Associate Dean or Dean.
- Any decisions in regards to the appeal are final. The program area will communicate the decision to the student by email to the student's MyMail account.

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Grade Point Average (GPA): 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.

Prior Learning Assessment and Recognition (PLAR): 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.

Residency Requirement: the minimum number of credits in a program that must be taken through NorQuest College in order to receive a credential. NorQuest has established this as 50% of the program’s credit load.

Transfer Credit: credit granted for completed similar course work at another accredited post-secondary institution.

- [Assessment and Grading for Credit Courses Procedure](#)
- [Graduation Requirements and Issuance of Credentials Procedure](#)
- [Recognition of Prior Learning Policy](#)

N/A

October 2024

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