

## COLLEGE POLICY

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<b>POLICY TYPE:</b>	<b>ACADEMIC</b>
<b>POLICY TITLE:</b>	<b>Advanced Standing &amp; Prior Learning Assessment and Recognition (PLAR)</b>
<b>POLICY #:</b>	<b>ACAD - 109</b>
<b>RESPONSIBILITY:</b>	<b>Vice-President, Academic</b>
<b>POLICY APPROVED BY:</b>	<b>Durham College Leadership Team</b>
<b>EFFECTIVE DATE:</b>	<b>November 2008</b>
<b>REVISED:</b>	
<b>REVIEW DATE:</b>	<b>November 2011</b>

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### Introduction

Durham College encourages students to build on previous experience rather than repeat it. Acknowledging the attainment of skills and knowledge from prior work, volunteer, life or academic experiences enables students to accelerate the completion of their educational goals.

### Purpose

This policy provides the basis for demonstrating, evaluating and acknowledging student prior learning and/or experience that is deemed equivalent to current course requirements.

### Definitions

**External credit** refers to the official acknowledgement of course credit from another educational institution in situations where: the course learning outcomes are 80% similar to a course at Durham College and; the student has achieved either a 60% minimum grade or the passing grade for the equivalent course at Durham College, whichever is higher. Grades acknowledged through this process shall not be included in the calculation of a student's grade point average.

**Internal credit** refers to official acknowledgement of equivalent course credit completed at Durham College where: the course learning outcomes are 80% similar and; the student has achieved a 50% minimum grade or the passing grade for the equivalent course, whichever is higher. Grades received through internal credit shall be included in the calculation of a student's grade point average.

**Prior Learning Assessment and Recognition (PLAR)** refers to the granting of course credit based on the formal demonstration of prior learning acquired through study, work, volunteer activities or life experience. Grades received for PLAR shall be included in the calculation of a student's grade point average.

## **Policy Statements**

1. Advanced standing shall be considered in a fair and expeditious manner after a student's admission and registration processes are complete.
2. Insofar as possible, maximum recognition of prior learning will be given.
3. No more than 75% of a program of study can be obtained through advanced standing and PLAR processes.
4. Advanced standing shall be acknowledged through the granting of external credits, internal credit or PLAR credits.
5. Timelines for completing advanced standing and PLAR processes shall be prescribed.
6. Fees for processing advanced standing and/or PLAR may be levied.
7. Decisions regarding advanced standing and PLAR may be appealed.
8. PLAR assessment methods shall be determined by the appropriate subject matter expert from the applicable program area.
9. To initiate the PLAR process, students must be at least 19 years of age, have a secondary school diploma or equivalent, or meet mature student status.
10. A student shall not initiate the PLAR process if he or she: was registered in or audited the course in the previous ten (10) months; failed the course in previous two (2) academic years or; misrepresented his or her performance in a college course for the purpose of obtaining marks or recognition.
11. Not all courses are eligible for PLAR consideration; the PLAR process can be initiated only once per student, per course.
12. At the program dean's discretion, exemption from a course may be granted.

## **Roles and Responsibilities**

It is the responsibility of the Vice-President, Academic to ensure this policy is fully implemented.

A detailed description of the roles and responsibilities for implementing this policy is contained in the Advanced Standing & PLAR Procedure.

## **Non-compliance Implications**

Not applicable.

## **Related Procedures**

Advanced Standing & PLAR Procedure  
Curriculum Procedure  
General Education Procedure  
Grading and Promotion Procedure  
Graduation Procedure

## **Related Policies and Directives**

Ministry of Training, Colleges and Universities - Minister's Binding Policy Directive on Framework for Programs of Instruction  
Board of Governors' Policies: Section IV, Executive Limitations: Programs of Instruction  
Curriculum Development Policy (ACAD – 102)  
General Education Policy (ACAD – 103)  
Grading and Promotion Policy (ACAD – 112)  
Graduation Policy (ADMIN – 209)