

## COLLEGE PROCEDURE

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<b>PROCEDURE TYPE:</b>	<b>ACADEMIC</b>
<b>PROCEDURE TITLE:</b>	<b>Advanced Standing &amp; Prior Learning Assessment and Recognition (PLAR)</b>
<b>PROCEDURE #:</b>	<b>ACAD – 109.1</b>
<b>RESPONSIBILITY:</b>	<b>Vice-President, Academic</b>
<b>APPROVED BY:</b>	<b>Academic Council</b>
<b>EFFECTIVE DATE:</b>	<b>May 2009</b>
<b>REVISED:</b>	
<b>REVIEW DATE:</b>	<b>May 2012</b>

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The Office of the Registrar, in conjunction with the Vice-President, Academic and the academic schools will facilitate the processing of requests and the granting of credits for students seeking advanced standing and recognition of prior learning.

Timelines listed in this procedure may vary based on factors including, but not limited to availability of faculty subject experts and/or access to appropriate testing facilities.

### ADVANCED STANDING:

#### **Application for credit**

Applications for credit may be obtained in the Office of the Registrar or downloaded from the Durham College web site, [www.durhamcollege.ca](http://www.durhamcollege.ca) . Students are responsible for providing documentation, including official transcripts and course outlines, to support their applications for credit.

Applications for credit should be completed at the time of registration and no later than four (4) weeks after course commencement. An application fee of \$15.00 shall be charged upon submission of the application. Students should attend classes until their requests have been processed by the program Dean or designate. Typically, students will be notified by the Office of the Registrar about the status of their requests within ten (10) college days of submission.

#### **Internal/transfer credit**

Equivalent courses completed at Durham College are considered internal/transfer credits and shall be accepted toward post-secondary certificates and diplomas. Courses for which internal/transfer credit has been granted will be designated as "CR" on a student's grade report and transcript.

## **External credit**

At the discretion of the program Dean or designate, acknowledgement of equivalent courses completed at other educational institutions may be granted as external credits toward post-secondary certificates and diplomas. Courses for which external credit has been granted will be designated as "TC" on the student's grade report and transcript.

## **PRIOR LEARNING ASSESSMENT & RECOGNITION:**

### **Applications**

Applications for PLAR should be completed prior to course commencement however, they shall be accepted within ten (10) college days of course commencement. Applications for PLAR are available in all school offices.

### **Evaluation Process**

Once a PLAR candidate has registered, he/she has committed to completing the challenge process; failure to do so shall be recorded in the student information system. Upon receipt of a PLAR challenge registration form, the College has twenty (20) college days to develop a challenge process.

In order to demonstrate prior learning, a PLAR candidate shall be evaluated using one or more assessment methods including, but not limited to:

- Comprehensive written examination
- Free response assignment
- Performance test
- Observation/demonstration
- Portfolio
- Product Assessment
- Oral (interview/presentation)

The PLAR Office (A167) shall coordinate the provision and return of assessment materials between the faculty and the PLAR candidate. The PLAR candidate shall have a prescribed number of college days, not to exceed thirty (30) college days, from the date of written notification by the PLAR office that the assessment package is prepared to complete the challenge.

Upon receipt of a completed challenge package, the faculty member evaluating the PLAR challenge has ten (10) college days to grade the assessment(s) and return the package to the PLAR Office.

In some cases, completed documents and evaluations shall remain with the College for one (1) year. Personal portfolios that include original documents shall be returned to the student.

### **Outcome**

The PLAR Office shall notify a PLAR candidate and the Office of the Registrar of challenge results within five (5) college days of receiving the graded assessment.

Passing grades obtained through the PLAR process shall appear on grade reports and transcripts, and are calculated as part of a student's grade point average.

Credits earned through the PLAR process do not automatically provide direct entry into a program of study. PLAR candidates must meet all entry requirements for a program.

### **Related Policies and Directives:**

Advanced Standing & Prior Learning Assessment and Recognition (PLAR) Policy  
(ACAD – 109)