

COLLEGE PROCEDURE

PROCEDURE TYPE:	Academic
PROCEDURE TITLE:	Advanced Standing and Prior Learning Assessment and Recognition (PLAR)
PROCEDURE NO.:	ACAD-109.1
RESPONSIBILITY:	Vice-president, Academic
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	January 2012
REVISED:	
REVIEW DATE:	January 2015

Introduction

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.

Procedure

Advanced standing:

Application for credit

Applications for credit may be obtained in the Office of the Registrar or downloaded from the Durham College website, www.durhamcollege.ca. Students are responsible for providing documentation, including official transcripts and course outlines, to support their applications for credit. Note: Recognition for course work taken more than four (4) years previously may not be granted.

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 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 10 business days of submission.

Internal credit

Equivalent courses completed at Durham College are considered internal credits and shall be accepted toward post-secondary certificates and diplomas. Courses for which internal credit has been granted will show the numeric grade received and will be included in the calculation of a student's grade point average.

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 and Recognition (PLAR):

Applications

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

Evaluation Process

Once a PLAR candidate has registered, he or 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 20 business 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; and
- Oral (interview/presentation).

The PLAR Office shall co-ordinate the provision and return of assessment materials between the faculty and the PLAR candidate. The PLAR candidate shall have a prescribed number of business days, not to exceed 30 business 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 10 business 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) business 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.

Roles and responsibilities

It is the responsibility of the vice-president, Academic to ensure that the Advanced Standing and Prior Learning Assessment and Recognition (PLAR) Procedure is fully implemented.

It is the responsibility of the student to apply for advanced standing or PLAR within the established timelines.

It is the responsibility of the professor, program co-ordinator, dean or designate from the appropriate academic school to establish the criteria/documentation required, review the submitted material and render a decision within the established timelines.

It is the responsibility of the academic school to notify the Office of the Registrar of the final decision.

It is the responsibility of the Office of the Registrar to record the decision on the student's academic transcript, as appropriate.

Related policies, procedures and directives:

Durham College Advanced Standing and Prior Learning Assessment and Recognition (PLAR)
Policy ACAD-109