**

**RECOGNITION OF PRIOR LEARNING (RPL)**

Assessment Services

Red Deer College

100 College Blvd

Box 5005

Red Deer, Alberta

CANADA T4N 5H5

Telephone: 403.342.3400

Fax: 403.357.3660

This information is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Privacy Protection Act of Alberta. The personal information collected on this form will be used by the Assessment Services to facilitate an assessment of your prior learning. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act. The information will be retained in accordance with approved Information Management guidelines, after which it will be destroyed in a secure manner. If you have any questions regarding the use of your personal information, please contact the Registrar, Red Deer College, Box 5005, Red Deer, Alberta, T4N 5H5. Telephone 403.342.3400.

**PLEASE NOTE:**

* Further information regarding the recognition of prior learning is found at <http://rdc.ab.ca/programs/academic-calendar/prior-learning/prior-learning>
* Requests received after April 15 may not be completed prior to the beginning of the Fall Term.
* Other post-secondary institutions may not recognize RPL credit awarded by Red Deer College.
* Course registration adjustments due to credit recognized via RPL may affect the status of funded students and scholarship eligibility.
* Transfer credit assessments require Official Transcripts to be on-file in your RDC student record.
* All out-of-province requests for transfer credit **must** be accompanied by supporting documentation (course outlines, or syllabi).
* Out-of-province transcript assessment is subject to an assessment fee.
* All applicants are notified of the assessment outcome via their RDC email or email address on record.
* A request may be submitted electronically to: [rpl@rdc.ab.ca](mailto:rpl@rdc.ab.ca)

## PERSONAL INFORMATION

|  |  |  |
| --- | --- | --- |
| LAST NAME | FIRST NAME | MIDDLE NAME |
| RDC STUDENT ID# | EMAIL ADDRESS | CURRENT RDC PROGRAM |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Indicate when the RPL assessment is required: |  | Immediately |  | Fall (Sept.) |  | Winter (Jan.) |  | Spring (May) |

# Indicate the type of RPL assessment or service required in the table below:

# TRANSFER CREDIT = TR, ADVANCE PLACEMENT = AP, CHALLENGE = CH, PRIOR LEARNING = PL, or to Request a LETTER OF PERMISSION = LOP

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | RPL TYPE (e.g. TR) | **Sending Institution/**  **Documentation Source**  (e.g. University of Alberta) | Receiving RDC Program (e.g. BSc Nursing) | OFFICE USE ONLY | | |
| RDC Course  for RPL | RPL Approved | RPL Denied &  Recommendation |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

**SIGNATURE**

|  |  |
| --- | --- |
| **If AP, PL or TR prior learning credit is recognized for a course I am currently registered in, it is my responsibility to adjust my course registration adhering to the RDC Add/Drop/Withdraw dates identified in the Academic Schedule.** | |
| SIGNATURE | DATE |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | | | |
| REFER TO FACULTY | | | FACULTY or DESIGNATE SIGNATURE | | |
| DATE | | | ASSESSMENT OFFICE | | |
| RPL FEE ASSESSMENT | DATE POSTED | INPUT DATE | | TERM | INITIAL |

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