**

**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

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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** ☑ beside each ❑ confirming understanding and agreement:

Transfer credit assessments require Official Transcripts to be on-file in your RDC student record.

All out-of-province requests for transfer credit **must** include supporting documentation (course outlines, or syllabi).

Transfer Credit will only be assessed from institutions declared on student application unless credit is achieved while in program at RDC.

Prior Learning Fees will be applied as outlined in the Fee Guide [see link below].

Course registration adjustments due to credit recognized via RPL may affect the status of funded students and scholarship eligibility.

Further information regarding the recognition of prior learning is found at <http://rdc.ab.ca/programs/academic-calendar/prior-learning/prior-learning>. A request may be submitted electronically to: [rpl@rdc.ab.ca](mailto:rpl@rdc.ab.ca)

## PERSONAL INFORMATION

|  |  |  |
| --- | --- | --- |
| LAST NAME | FIRST NAME | CURRENT RDC PROGRAM |
| RDC STUDENT ID# | EMAIL ADDRESS | YEAR AND TERM STARTED IN PROGRAM AT RDC |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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) | **Course(s) to Assess** | **RDC Course(s)**  **for RPL** | OFFICE USE ONLY | |
| RPL Approved | RPL  Denied |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

**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. I am responsible for the fees attached to this assessment.** | |
| SIGNATURE | DATE |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | | |
| RPL FEE ASSESSMENT | DATE POSTED | INPUT DATE | TERM | INITIAL |

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