



Assessment of Prior Learning Procedure	
Policy: Recognition of Prior Learning and Transfer Credit Policy	
Category: Academic	Approval Date: May 22, 2020
Procedure Owner: Vice President Academic and Provost	Effective Date: July 1, 2020
Procedure Administrator: Academic Policy Committee	Review Period: 5 years
Associated Documents: Transfer Credit Procedure	

PURPOSE

To set out the process for students, faculty and staff to provide recognition for a student's prior learning as credit towards the completion of a program or course(s).

PROCEDURE

Prior Learning is recognized in the following ways:

1. Advanced Placement: No grade is assigned and AP is indicated on the transcript.
2. Challenge Exam: A grade is assigned and is indicated on the transcript along with a notation that the course was a challenge. A student cannot challenge a course for which they have already received credit.
3. Prior Learning Assessment and Recognition Credit:
 - a. A maximum of three courses can be assessed for Prior Learning for certificate or diploma programs.
 - b. A maximum of six courses can be assessed for Prior Learning for degree programs.
 - c. Prior Learning decisions are not appealable.
 - d. Applications can be submitted at any time once a student is admitted into a program; however, applications received within four weeks of the start of term may not be processed prior to the Course Add/Drop date of that term.
 - e. No grade is assigned and PL is indicated on the transcript.
4. Students are responsible for all associated fees.
5. Not all courses are eligible for Prior Learning Credit.