



<b>Recognition of Prior Learning and Transfer Credit Policy</b>	
<b>Category:</b> Academic	<b>Approval Date:</b> June 8, 2020
<b>Policy Owner:</b> Vice President Academic and Provost	<b>Effective Date:</b> July 1, 2020
<b>Policy Administrator:</b> Academic Policy Committee	<b>Review Period:</b> 5 years
<b>Recommended by:</b> Academic Council	
<b>Associated Documents</b> <a href="#">Assessment of Prior Learning Procedure</a> <a href="#">Transfer Credit Procedure</a>	

## PURPOSE

To identify the criteria governing eligibility for granting credit and/or advanced placement for prior learning and to set out the process for applicants to obtain recognition. To guide the transferability of courses and programs between Red Deer Polytechnic and other post-secondary institutions ensuring the Polytechnic remains in good standing with the Alberta Council on Admission and Transfer (ACAT) for the benefit of learners.

## SCOPE

This policy applies to all students admitted to an approved program of study. Any recognition of prior learning credit must not exceed Red Deer Polytechnic requirements and may be reassessed by any subsequent post-secondary institution to which a student transfers.

Prior Learning may be recognized as one, or a combination of, the following:

1. Advanced Placement
2. Challenge Exam
3. Prior Learning Assessment Recognition
4. Transfer Credit

## POLICY

The Polytechnic provides access and contributes to learner mobility through the recognition of prior learning of knowledge, skills, or competencies acquired through any of the following: post-

secondary education, work experience, formal learning, informal learning, and/or non-formal learning.

## RELATED POLICIES

Admission of Students to Credit Programs  
Grading and Assessment of Student Learning  
Course Outline  
Final Examinations  
Graduation and Completion  
Program Quality Assurance

## DEFINITIONS

**Academic Credit:** Academic credits reflect a measure, based on the number and type of instructional hours, of learning gained from class, lab, seminar, tutorial, clinical, practicum, applied practicum, field work and work experience.

**Advanced Placement:** Credit awarded as Advanced Placement (AP), recognizing the completion of equivalent learning, allowing a prerequisite to be waived for registration in a higher-level course. AP is available for students transferring courses across programs within Red Deer Polytechnic. If a prerequisite or equivalent course is waived, no credit for the prerequisite or equivalent course is granted.

**Block Transfer:** A transfer agreement between two institutions comprised of a group of courses, culminating in a completed certificate, diploma or degree program, recognized and accepted as transferable into another academic program by the receiving institution.

**Challenge Exam:** A comprehensive exam used to demonstrate knowledge and competencies specific to a course. The grade will appear on a student's transcript and will be included in the student's grade point average (GPA). Some courses may not be eligible for challenge exams.

**Formal learning:** Credit courses and programs completed at post-secondary institutions; normally appears on transcripts

**Informal learning:** Knowledge and skills acquired through life and work experience including self-study and volunteer activities as examples.

**Non-formal learning:** Non-credit courses, on-the-job training, and professional workshops

**Transfer Agreement:** An agreement negotiated between a sending institution and a receiving institution which recognizes courses and programs as equivalent learning. Agreements may be based on individual courses or as a block transfer of a certificate or diploma as an example.

**Transfer Credit:** Credit awarded through transfer (TR) of equivalent courses and programs completed at the post-secondary level from other educational institutions including courses designated as International Baccalaureate (IB) or Advanced Placement (AP) Programs. Transfer credit may be granted as an equivalent or unspecified course.

**Transferable Courses:** Credit courses which meet specific and identified elements/components and which have transfer potential to other post-secondary institutions.

**Prior Learning Assessment and Recognition (PLAR):** A prior learning pathway where credit is awarded through an assessment and evaluation process recognizing skills, knowledge or competencies acquired through informal and non-formal learning such as work experience, non-credit course work, workshops, conferences, etc. Students are required to demonstrate mastery

of course learning outcomes through means such as a portfolio, oral exam, interview, or skill demonstration, or performance.

**Prior Learning Credit:** Credit awarded through PLAR (PL), recognizing demonstrated learning that has taken place outside of the formal learning process.

**Residency Requirements:** A minimum of 50% of the total course credits for the program graduation requirements must be Red Deer Polytechnic courses unless a formal agreement for alternate pathways have been approved by the Vice President Academic and Provost.