

RECOGNITION OF PRIOR LEARNING

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	A. Academic
Parent Policy:	A17
Approval Date:	June 18, 2024
Effective Date:	June 18, 2024
Procedure Owner:	Registrar & Director, Student Services

Overview:	Recognition of Prior Learning (RPL) evaluates course and program-related learning that Olds College of Agriculture & Technology (the "College") students have acquired throughout their lives. The College recognizes the importance of students gaining recognition of prior learning through three main categories: transfer credit, prior learning assessment and recognition, and the use of challenge examinations.
Procedures:	<p>To initiate the Recognition of Prior Learning process, admitted students must submit the corresponding Recognition of Prior Learning Application Form. This form must be submitted a minimum of four (4) weeks prior to the applicable term in which the RPL would be recognized.</p> <p>Transfer Credit Students who previously completed credit courses at another post-secondary institution may apply for transfer credit for one or more courses. Students must provide an official transcript from the previously attended institution as part of the application.</p> <p>To receive transfer credit, courses must meet the following criteria:</p> <ol style="list-style-type: none"> 1. 80% of the course competencies must be comparable. 2. Course credit hours must be comparable. 3. A minimum letter grade of C or equivalent is required for a course in a certificate or diploma program. Courses in a degree program require a minimum letter grade of C+ or equivalent. 4. Course(s) must have been completed within the last 5 years. <p>Detailed learning outcomes (i.e. course outline, syllabus and/or course competencies) from the previously attended institution may be requested.</p> <p>Transfer credit will result in credit being granted for the course with a grade of TR, and will not be included in the calculation of grade point averages (A09 Student Academic Record (Records, Grading & Academic Standing) Policy).</p> <p>Courses at another post-secondary that are not yet completed require a transfer credit pre-approval. Pre-approvals can be obtained via a Letter of Permission from</p>

the Office of the Registrar. Pre-approval is preferable since transfer credit may not always be awarded at course completion.

The following non-refundable fee is charged for transfer credit:

1. \$75 administrative fee per application.
2. \$75 administrative fee per Letter of Permission (no additional fee for the transfer credit application).

Transfer Credit Assessment

Courses not previously assessed for transfer credit may be reviewed by both the academic school (Associate Dean/Subject Matter Expert) in which the course is being recognized in addition to the Office of the Registrar to determine course equivalency with College credit courses. The academic school must review and respond to the Office of the Registrar within five (5) business days.

Prior Learning Assessment and Recognition (PLAR)

Students with previous (informal or non-formal) learning can apply for PLAR. Students submit one PLAR application for each College course that they are seeking credit for.

Students are required to submit proof demonstrating they have met 80% of the course competencies as outlined in the academic calendar. This is achieved by connecting their informal and non-formal learning to the appropriate corresponding course competency.

PLAR applications will be reviewed by a subject matter expert from the program from which the applicant is seeking recognition.

Successful PLAR applications will result in credit being granted for the course with a grade of PLA. This grade will not be included in the calculation of the grade point averages (A09 Student Academic Record (Records, Grading & Academic Standing) Policy).

The following nonrefundable fees are charged for PLAR:

1. \$75 administrative fee per PLAR application.
2. Half the cost of tuition per course for awarded credit.

Individual application forms are required for each course in which PLAR is requested.

Challenge Exams

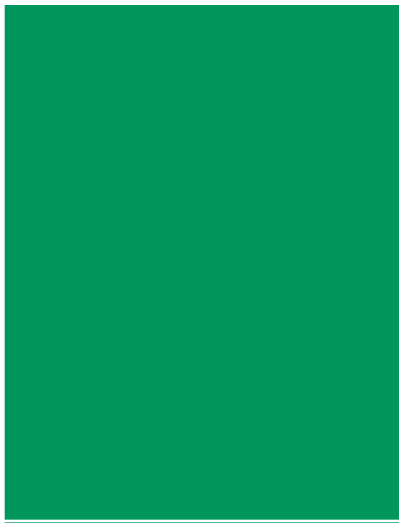
Students who have acquired skills or knowledge relevant to the competencies of a College course may request a challenge exam.

Challenge exams are not available for all of the College courses, and are not available for the purposes of improving a grade but rather for the purposes of gaining a course exemption. The challenge exam will be created by a subject matter expert(s) in the program from which the applicant is seeking recognition.

To be eligible for a challenge exam, a student must meet one of the following criteria:

1. Successful completion of a post-secondary diploma or degree.
2. Five (5) or more years of industry-related experience.

Challenge exam application, writing and grading must be completed by the drop



deadline of the course that is being challenged.

To be granted credit from a challenge exam, a student must achieve a minimum B-grade (72%).

Successful challenge exams will result in credit being granted for the course with a grade of P, and will not be included in the calculation of the grade point averages (A09 Student Academic Record (Records, Grading & Academic Standing) Policy).

If unsuccessful, a grade of F will be assigned and will be included in the calculation of the grade point averages (A09 Student Academic Record (Records, Grading & Academic Standing) Policy).

The following nonrefundable fees are charged for challenge exams:

1. \$75 administrative fee per challenge exam application.
2. Half the cost of tuition per course for awarded credit.

Definitions:

Formal Learning: Learning at post-secondary educational institutions such as colleges or universities, which results in credit being granted for successful completion of a course. Recognition of formal learning typically leads to a transfer of credit.

Informal Learning: Learning that takes place through work and life experiences. Learning activities may not be structured or officially evaluated. Recognition of informal learning typically leads to Prior Learning Assessment and Recognition (PLAR).

Non-Formal Learning: Learning usually offered by a sector, professional group or employer for specific training needs or through continuing education. Formal assessments may or may not be included. Recognition of non-formal learning typically leads to prior learning assessment and recognition.

Transfer Credit: Credit granted for a College course by completing formal learning.

Subject Matter Expert: Individual(s) appointed by the Associate Dean typically an instructor within the program area or who has competence in the course material being reviewed.

Prior Learning Assessment and Recognition (PLAR): Credit granted for a College course through assessing competencies, skills and knowledge gained through formal, informal and/ or non-formal learning.

Challenge Exam: Credit granted for a College course by successfully completing an assessment.

Related Information:

[Recognition of Prior Learning \(RPL\) Application](#)
A09 Student Academic Record (Records, Grading & Academic Standing) Policy

Review Period:

3 years

Revision History:

New: January 2000
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