

<b>Procedure Title:</b>	Prior Learning Assessment and Recognition (PLAR)
<b>Procedure ID:</b>	OP 2-210C
<b>Manual Classification:</b>	Section 2 – Academic Affairs
<b>Linked to Policy:</b>	2-210 Recognition of Prior Learning
<b>Approved by Senior Management Team:</b>	January 2023
<b>Effective Date:</b>	February 2023
<b>Next Review Date:</b>	January 2026
<b>Contacts for Procedure Interpretation:</b>	Executive Vice President, Academic and Student Experience

## **1.0 – Purpose**

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The purpose of this Operating Procedure is to set out instructions by which Fleming College recognizes and accredits the value of skills and knowledge attained through prior work, volunteer, life and / or academic experiences, including indigenous experiences.

## **2.0 – Definitions and Acronyms**

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Terms not defined in the section are as defined in the policy:

**Challenge process:** a method of assessment, other than portfolio assessment, developed and evaluated by subject matter expert(s) on College faculty to measure an individual's learning achievement against course learning outcomes. The process measures demonstrated learning through a variety of written and non-written evaluation methods for the purpose of awarding credit without requiring enrolment in a course.

**PLAR Applicant:** A student seeking to gain credit for learning through Fleming College's PLAR process.

**Portfolio Assessment:** a method of assessment that involves the evaluation of an organized collection of materials developed by a learner that records learning achievements and relates them to personal, educational, or occupational goals, in this case, achievement of stated learning outcomes of college courses or programs.

**PLAR Assessor:** The faculty assigned by the Academic Leader (Dean / Academic Chair or designate) to create and assess the PLAR submission who have expertise in the discipline and / or course content as applicable

**Prior Learning Assessment and Recognition (PLAR):** The process that uses a variety of tools to help learners reflect on, identify, articulate, and demonstrate past learning. Prior learning can be acquired through study, prior work, volunteering, and

other life experiences that are not recognized through formal transfer of credit mechanisms.

**Residency Requirement:** The number of PLAR/transfer credits will be limited by the residency requirement which states that at least 25 percent of the instruction hours required in a program of study must be completed at the College.

### **3.0 – Procedure**

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#### **3.1 Student Application for PLAR**

- a) Applicants are directed to the Office of the Registrar to initiate a PLAR application.
- b) Applicants are strongly encouraged to apply for PLAR in the semester preceding the delivery of the course(s) for which they are applying for PLAR.
- c) Applicants must meet the college general admission requirements but do not need to be registered in order to apply for a PLAR assessment.
- d) The deadline to initiate an application for PLAR in a course for which the applicant is currently enrolled is the end of the registration period, as defined by the Academic Calendar.

#### **3.2 PLAR Determination and Evaluation Process**

- a) The Transfer Credit and PLAR Coordinator will contact applicants to explain the procedure and complete a preliminary evaluation to ensure that the applicant has met the PLAR eligibility criteria prior to fee payment.
- b) If the PLAR eligibility criteria is met, the PLAR fee will be applied to the applicant's student account and the PLAR application will be generated.
- c) After payment, PLAR fee(s) are non-refundable in the event of an unsuccessful PLAR evaluation or if the applicant decides not to complete the PLAR activity as assigned.
- d) The Academic Leader (Dean / Academic Chair or designate) will assign the appropriate Subject Matter Expert (SME) as PLAR assessor to the PLAR application.
- e) The PLAR Assessor is required to contact the applicant and determine the method for assessing the PLAR application. The assessment method varies depending on the nature of the course or program. Assessment techniques may include, but are not limited to; equivalencies, demonstrations, simulations, product assessment, challenge exams, and / or portfolio-assisted assessments.
- f) PLAR assessors will determine the applicant's competencies and prior learning experience in relation to the articulated course learning outcomes.
- g) PLAR award recognition and credit eligibility is dependent on the applicant's successful demonstration of the established PLAR requirements.
- h) Academic policies apply; and are enforced, when evaluating and granting academic credit through the PLAR process.

- i) Credit earned through PLAR shall be recorded on the student's academic record, using the standard grading format for that course as verified by the Transfer Credit and PLAR coordinator.

### **3.3 Eligibility Criteria for PLAR Applications**

- a) All pre-requisite course(s) and other requirements must be met prior to initiating an application for PLAR.
- b) PLAR can be used to obtain a maximum of 75 percent of course credits within a program of study.
- c) An applicant is not eligible for PLAR if the applicant:
  - was registered in, or audited, the course for which they applied for PLAR in the previous 12 months;
  - has received a withdrawal (W), withdrawal fail (WF), or fail (F) in that course within the previous 12 months.
  - has misrepresented their performance for the purpose of obtaining marks or recognition.
- d) Some courses are not eligible for PLAR. In these cases, the student will be informed by the Transfer Credit and PLAR coordinator prior to accepting an application and paying the associated fee(s).
- e) Students are granted only one opportunity to PLAR a course.

**3.4 Appeal of PLAR eligibility decision or final achievement:** A student who wishes to appeal the PLAR decision must follow the process as outlined in the following steps:

- a) If a student has a question or concern about their PLAR decision, they should contact the Transfer Credit and PLAR coordinator:  
[transfercredit@flemingcollege.ca](mailto:transfercredit@flemingcollege.ca).
- b) Failing resolution regarding the PLAR evaluation, the applicant may articulate their concern regarding the PLAR evaluation results in a formal letter to the Dean (or designate) of the applicable academic school, complete with details and rationale to support reconsideration of the decision.
- c) The Dean (or designate) will review the appeal and render, in writing, a final and binding decision.

## **4.0 – Roles and Responsibilities**

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### **4.1 PLAR Applicant:**

- a) applies for PLAR within the registration timeline as indicated by the Academic Calendar to initiate the application.
- b) Applicants are responsible for providing documentation that demonstrates the validity of the prior learning and to participate in the assessment deemed appropriate to the course, the content, and the learning being measured as determined by the PLAR Assessor.

**4.2 Transfer Credit and PLAR Coordinator** facilitates the PLAR process; records the credit on the students' academic record; maintains the database of completed PLARs; and provides communication to the student regarding the evaluation of their application.

**4.4 Academic Leader (Dean / Academic Chair or Designate)** assigns the PLAR application to the appropriate faculty member(s), who perform the function of PLAR Assessor.

**4.5 PLAR Assessor** contacts the applicant, creates the assessment, and evaluates the PLAR submission. The PLAR Assessor must notify the Transfer Credit and PLAR Coordinator of the final result of the PLAR evaluation.

## **5.0 – Related Documents**

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- College Policy 2-210 Recognition of Prior Learning
- College Operating Procedure 2-210A Transfer Credit Operating Procedure
- College Operating Procedure 2-210B Articulation Agreements Operating Procedure

## **6.0 – History of Amendments & Reviews**

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<b>Date</b>	<b>Activity</b>
1994	Original Approval
2010	Reviewed and Revised
June 2019	Reviewed and Revised
February 2023	Reviewed and Revised, Replaces <i>College OP 2-210 Prior Learning and Assessment Procedure</i>