

ADMINISTRATIVE OPERATING PROCEDURE: Prior Learning Assessment and Recognition

Procedure ID:	#2-210 OP
Approved by Senior Management Team:	1994 Revisions: 2010 Revisions: June 2019
Effective Date:	September 1, 2019
Next Review Date:	September 2022
Monitoring Responsibility:	Vice President Academic Experience
Linked to a College Policy:	#2-210

Policy Statement

Fleming College recognizes and accredits the value of skills and knowledge attained through prior work, volunteer, life and / or academic experiences through the Prior Learning Assessment and Recognition (PLAR) process

Definitions/Acronyms

PLAR Applicant: A student applying through PLAR to gain credit for learning acquired through prior work, life and / or academic experiences.

PLAR: Prior Learning Assessment and Recognition is a process whereby the applicant demonstrates acquisition of necessary skills and achievements equivalent to course credit that is not otherwise recognized through standard post-secondary transfer credit processes.

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.

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

Ontario College Credential: Ontario College Certificate, Diploma, Advanced Diploma, and Graduate Certificate Programs

Operating Procedure

1.0 Student Application for PLAR

- 1.1 Applicants are directed to the Office of the Registrar to initiate a PLAR application.
- 1.2 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.
- 1.3 Applicants must have applied to enroll through the regular admission process in order to gain entrance into a college program prior to applying for PLAR.
- 1.4 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.

2.0 PLAR Determination and Evaluation Process

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 The Academic Leader (Dean / Academic Chair or designate) will assign the appropriate faculty member as PLAR assessor to the PLAR application.
- 2.5 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.
- 2.6 PLAR assessors will determine the applicant's competencies and prior learning experience in relation to the articulated course learning outcomes.
- 2.7 PLAR award recognition and credit eligibility is dependent on the applicant's successful demonstration of the established PLAR requirements.
- 2.8 Academic policies apply; and are enforced, when evaluating and granting academic credit through the PLAR process.
- 2.9 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.

3.0 Eligibility Criteria for PLAR Applications

- 3.1 All pre-requisite course(s) and other requirements must be met prior to initiating an application for PLAR.
- 3.2 PLAR can be used to obtain a maximum of 75 percent of course credits within a program of study.
- 3.3 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.
- 3.4 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).

3.5 Students are granted only one opportunity to PLAR a course.

4.0 Appeal of PLAR eligibility decision or final achievement

4.1 A student who wishes to appeal the PLAR decision must follow the process as outlined:

4.1.1 If a student has a question or concern about their PLAR decision they should contact the Transfer Credit and PLAR coordinator: transfercredit@flemingcollege.ca.

4.1.2 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.

4.1.3 The Dean (or designate) will review the appeal and render, in writing, a final and binding decision.

5.0 Roles and Responsibilities

5.1 It is the responsibility of the PLAR applicant to apply for PLAR within the registration timeline as indicated by the Academic Calendar to initiate the application.

5.2 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.

5.3 It is the responsibility of the Transfer Credit and PLAR Coordinator to facilitate the PLAR process, record the credit on the students' academic record, maintain the database of completed PLARs, and provide communication to the student regarding the evaluation of their application.

5.4 It is the responsibility of the Academic Leader (Dean / Academic Chair or designate) to assign the PLAR application to the appropriate faculty member who will perform the function of PLAR Assessor.

5.5 It is the responsibility of the PLAR Assessor to contact the applicant, create the assessment and evaluate the PLAR submission. The PLAR Assessor must notify the Transfer Credit and PLAR Coordinator of the final result of the PLAR evaluation.

Related Documents

Transfer Credit Policy and Procedure 2-225 and 2-225OP

Appendices

History of Amendments/Reviews:

Section(s)	Date	Comments
Created	1994	
Revised	2010	
Revised	June 2019	Approved by SMT