

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:	D. Student / Academic
Parent Policy:	D13
Approval Date:	November 24, 2020
Effective Date:	November 24, 2020
Procedure Owner:	Vice President, Student Experience Registrar and Director, Student Services

Overview:	<ol style="list-style-type: none"> 1. Students initiate the Recognition of Prior Learning (RPL) process by submitting an RPL Application Form. 2. Students must select one form of RPL for a specific course. 3. Students are responsible for providing sufficient supporting documentation to prove the competencies of the requested course have been met. 4. RPL applications must be submitted a minimum of 4 weeks prior to the drop deadline of the course.
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Procedures:	<p>Transfer Credit</p> <p>Students that previously completed credit courses at another post-secondary institution may apply for transfer credit for one or more courses per application.</p> <p>To receive transfer credit, courses must meet the following equivalency criteria:</p> <ul style="list-style-type: none"> • 80% of the course competencies must be comparable. • Course credit hours must be comparable. • 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. • Course(s) must have been completed within the last 10 years. <p>Detailed learning outcomes (ie. 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 (Policy D19 - Grading).</p> <p>Courses at another post-secondary that are not yet taken require a transfer credit pre-approval. Pre-approvals can be obtained via a Letter of Permission from the Office of the Registrar. Transfer credit may not be awarded if the pre-approval was</p>
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not completed.

Fees

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

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

Prior Learning Assessment and Recognition (PLAR)

Students with previous informal or non-formal learning can apply for PLAR. Students submit one PLAR application per Olds College course they are seeking credit for.

Students are required to submit proof that demonstrates that they have met 80% of the course competencies from the Olds College Competency Profile. This is achieved by connecting their informal and non-formal learning to corresponding course competencies.

Successful PLAR applications will result in credit being granted for the course with a grade of PLA, and will not be included in the calculation of the grade point averages (Policy D19 - Grading).

Fees

The following nonrefundable fees are charged for PLAR:

- \$75 administrative fee per PLAR application, and
- Half the cost of tuition per course for awarded credit.

Challenge Exams

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

Challenge exams are not available for all Olds College courses, and are not available for the purposes of improving a grade.

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

- Successful completion of a post-secondary diploma or degree.
- 5 or more years of industry related experience.

Challenge exam application, writing and grading must be completed by the add/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 (Policy D19 - Grading).

If unsuccessful, a grade of F will be assigned and will be included in the calculation of the grade point averages (Policy D19 - Grading).

Fees

The following nonrefundable fees are charged for challenge exams:

	<ul style="list-style-type: none"> • \$75 administrative fee per challenge exam application • Half the cost of tuition per course for awarded credit.
Definitions:	
Related Information:	
Review Period:	3 years
Revision History:	<p>New: January 2000 Revised: December 2012 Revised: April 2016 Revised: December 2017 Revised: November 2020</p>