Policy Title: Prior Learning Assessment and Recognition (PLAR) and Transfer Credit (TC) Policy

Approved by: Campus Director

Executive(s) Responsible: Director, Student Services/Registrar; Academic Director

Administrator(s) Responsible: Academic Manager, Registration Coordinator(s)

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Background & Scope

CCTB recognizes that students possess a variety of backgrounds and learning experiences prior to registration to the college. Evaluation of prior learning can improve access to and facilitate a student's progress towards a credential. CCTB will grant credit, where warranted, for a student's demonstrated knowledge and skill that is consistent with the learning outcomes and education standards of CCTB's courses and programs. The PLAR process and credits must be in accordance with the CCTB Academic Integrity Policy and the CCTB Academic Standing, Promotion, and Graduation Policy.

CCTB also recognizes students who have completed courses and programs from other institutions that are equivalent to CCTB courses, or courses from other CCTB programs. Transfer credits may be granted for these courses or programs.

This policy only applies to students who are enrolled and registered in CCTB.

Purpose of the Policy

The Prior Learning Assessment, Recognition, and Credit Transfer Policy ("the Policy") establishes principles, standards, and criteria for the granting of academic credit for learning gained outside the Canadian College of Technology and Business (CCTB) or your current CCTB program. Academic credits may be granted for learning that has taken place through professional experience or informal training, or a transfer of course credits from another recognized post-secondary institution or another CCTB program.

Policy Statement

1. Transfer Credit Eligibility

Transfer credits awarded must follow these conditions:

- Requests for transfer credits must be made in writing and reviewed by the PLAR/TC Committee to establish alignment with learning outcomes for the particular course;
- Complete course/program documentation including course syllabi, course outlines, and transcripts must be provided at the time of the request to review transfer credits;
- Transfer credit will be granted for a course recognized by the college provided that the course grade is at least 60%; and
- Courses completed ten (10) years or more prior to the request for transfer may not be used as credit towards a credential at the college, unless approved by the Associate Director, Student Services/Registrar after review and recommendation by the Senior Educational Administrator.

The granting of credit for a transfer course does not guarantee that the transfer course will meet the requirements for program completion in accordance with the CCTB Academic Standing, Promotion, and Graduation Policy.

2. PLAR and Transfer Credit Process

2.1. Recognition and credit will be given for demonstrated knowledge, skills, and attributes, and not for experience alone.

2.2. All PLAR/Transfer Credit requests must be made within fifteen (15) calendar days of a student's start date. Any requests made after the 15-day limit will not be accepted.

2.3. All requests for PLAR and Transfer Credits must be made in writing and directed to the Academic Department for review and approval by the PLAR/TC Committee.

2.4. Learning assessed for PLAR or Transfer Credits should be:

- Linked to established learning outcomes or other criteria consistent with the standards of the given course and program in the college;
- Transferable to contexts other than the one in which it was learned;
- Current and relevant;
- At a level of achievement equivalent to that of other learners engaged in studies at that level and in that program or subject area; and
- Assessed using a range of strategies consistent with College standards for a given course.

The amount of credit awarded for PLAR and Transfer Credits cannot be more than 50% of the total credits required for credential program completion with no more than 25% of which is awarded through PLAR. Students whose PLAR/TCs have been approved may be eligible for tuition credits for the credential program to which the credits have been applied.
Fees may be assessed for the assessment of prior learning or transfer credits.

Definitions

PLAR/TC Committee: A CCTB committee consisting of the Senior Educational Administrator, a senior faculty member, and the Associate Director, Student Services/Registrar.

Related Policies

Policy Name	Policy Number
Academic Integrity Policy	
Academic Standing, Promotion, and Graduation Policy	

Document History

Date	Approval/Review/Key Change(s)