

 <b>Policies and Procedures</b>		Number: 8614	Advanced Standing: Transfer Credit, Course Challenge, PLA	
		Replaces	8610 formerly B3002.1	
		Effective:		Next Review:
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		
VP Education & Students	Registrar	Recommended/Approved by Education Council		
		Approved by President		

## 1 Purpose

This policy fulfills the following purposes:

1. Provides guidelines for assessing official post-secondary transcripts from other institutions to determine academic course equivalency towards Selkirk College programs.
2. Provides guidelines for determining equivalencies between student prior learning experiences and formal College credits, including course challenges and other forms of prior learning assessment.

## 2 Scope / Limits

1. This policy applies to all current or prospective Selkirk College students requesting formal assessment of previous academic course work or of prior learning experiences for college credit.
2. Where Course Challenge or Prior Learning Assessment is permitted, it is subject to the following restrictions:
  - a. No course whose equivalent appears on a student's secondary school, college or university transcript may be challenged. Students who have attempted the course and been assigned a Failing Grade are not eligible to challenge the course.
  - b. Once credit in a course at one level has been obtained, its' prerequisite in the same subject may not be challenged.
  - c. A specific course may be challenged only once.
  - d. Once the examination or assessment has been administered, the result will be entered on the student's academic record. The student may not choose whether or not the result will be recorded.

## 3 Principles

1. Selkirk College recognizes that learners acquire knowledge and skills through both formal and informal learning and through work experiences.
2. Students may be offered opportunities to acquire credit in a course or program through previous academic work at another institution or through assessment of prior learning experiences.
3. The BC Transfer Guide will be utilized to award assigned and unassigned transfer credit.
4. To be awarded a Selkirk College credential a student must have completed at least 25% of the required program credits through Selkirk College.
5. The College does not guarantee that receiving institutions will recognize credits earned through transfer credit or prior learning assessment. Students who transfer from Selkirk College to another post-secondary institution should expect to have advanced standing credits granted by Selkirk College re-evaluated by the receiving institution.

## 4 Definitions

See Glossary of Education Terms

## 5 Course Challenge and Prior Learning Assessment (PLA)

**Course Challenge** is intended to allow a student to seek credit in a given course on the basis of knowledge or experience acquired outside the College. It involves undertaking a special examination or other form of assessment administered by the relevant department, division, or school at a time determined in consultation with the student.

**Prior Learning Assessment (PLA)** is defined as “the process of identifying, assessing and recognizing skills, knowledge or competencies that have been acquired through work experience, unrecognized training, independent study, volunteer activities and hobbies. PLA may be applied towards academic credit, towards requirement of a training program or for occupational certification”.<sup>1</sup>

### 5.1.1 Eligibility

1. Students must meet program entrance requirements to be eligible for a Course Challenge or PLA.
2. Credit may only be given for those courses that have been designated by the School as being eligible for a Course Challenge or PLA.

### 5.1.2 Assessors

1. Prior learning will be assessed only by those who have expertise in the area to be assessed, normally the faculty member who instructs the course (hereafter known as “the Assessor”).
2. The Assessor will be responsible for ensuring that the documentation provided by the applicant supports the claim for credit and, based on the evidence presented, will recommend to the Registrar the awarding of appropriate credits.

### 5.1.3 Assessment process

1. Applicants, with guidance from the Assessor, have the primary responsibility for preparing the evidence that college-creditable learning has taken place. Each assessment will be addressed individually to recognize the unique set of experiences that each student brings.
2. A Course Challenge or Prior Learning Assessment will utilize a variety of strategies appropriate to the content being assessed and may include challenge exams, demonstrations, testimonials, interviews, portfolios, completed project work or other means of assessment.
3. Applicants will receive recognition and credit for knowledge, not for experience alone. The knowledge, skills, attributes, and values will be appropriate to the subject, course or program. Assessment will be:
  - a. Linked to established learning outcomes or other criteria consistent with institutional standards for a given course; it should not be linked to time spent;
  - b. Transferable to contexts other than the one in which it was learned;
  - c. Current and relevant;
  - d. At a level of achievement equivalent to that of other learners engaged in studies at that level in that program or subject area;
  - e. Assessed using a range of strategies consistent with institutional standards for a given course.

### 5.1.4 Course Challenge and PLA credits

1. Credit will be granted using the program grading scheme, and will be based on the course learning outcomes. Residency requirements as per Policy 8614 *Advanced Standing* 9.5 will apply.
2. The maximum number of credits that can be awarded through the Course Challenge or PLA process will be the same as the maximum number of credits that may be formally transferred from another institution.

### 5.1.5 Course Challenge and PLA Grades

1. If the grade assigned to a course through a PLA process is a letter grade, it will be used in calculation of the student's grade point average.
2. A Course Challenge grade will be assigned a letter grade and it will be used in calculation of the student's grade point average.
3. The maximum letter grade that can be achieved with PLA will be a "B".

### 5.1.6 Course Challenge and PLA fees

1. Regular college course tuition fees will apply. The Course Challenge and PLA course fee is non-refundable.

## 6 Transfer Credit

Transfer Credit is the most common form of Advanced Standing. When applicants are admitted to Selkirk College, their transcript will be evaluated for transfer credit.

## 7 Purpose

This policy fulfills the following purposes:

1. Provides guidelines for assessing official post-secondary transcripts from other institutions to determine academic course equivalency towards Selkirk College programs.

## 8 Scope / Limits

1. This policy applies to all current or prospective Selkirk College students requesting formal assessment of previous academic course work. Prospective students will have made application to the College.
2. The College does not guarantee that receiving institutions will recognize credits earned through transfer credit. Students who transfer from Selkirk College to another post-secondary institution should expect to have advanced standing credits granted by Selkirk College re-evaluated by the receiving institution.

## 9 Principles

1. Selkirk College recognizes that learners acquire knowledge and skills through formal learning.
2. Students may be offered opportunities to acquire credit in a course or program through previous academic work at another institution.
3. Students are advised to consult their credential-granting institution to determine how assigned and /or unassigned transfer credit can be applied to their program requirements.
4. Transfer credits are not considered in calculating Grade Point Average (GPA).
5. To be awarded a Selkirk College credential a student must have completed at least 25% of the required program credits through Selkirk College. This is referred to as Selkirk College's residency requirement.

## 10 Definitions

See Glossary of Education Terms

### 10.1 Transfer Credit

1. Transfer credit is the process whereby official post secondary transcripts are evaluated to determine academic course equivalency towards Selkirk College courses.
2. Students who wish to apply for transfer credit must do so at the time of application to the College by submitting their transcripts and other relevant documentation.

3. Students required to carry a full course load, for example to qualify for the British Columbia Student Aid Program or other student loan programs, may not count credits granted through the transfer credit process as part of their course load.
4. Assigned transfer credit will be granted upon acknowledgment of course-to-course equivalency.
5. Where courses identified in the BC Transfer Guide, or other equivalent articulation database, are not offered by Selkirk College and/or the granting of specific course-to-course equivalence is not appropriate, Selkirk College may award and record on transcripts, unassigned transfer credit. Unassigned transfer credit will be recorded using the format discipline, year Level-XX and number of credits awarded (ie. ENGL 1XX (3))
6. Where possible and in an annotation format, the Registrar will record as much information about the transfer credit on the Selkirk College transcript. This would include transferring course, institution and original grade.

Residency requirements as per Policy 8614 *Advanced Standing* 9.5 will apply.

#### 10.1.1 Assessors

1. Transfer credit will be assessed only by the Chair or in consultation with faculty member who instructs in the area to be assessed (hereafter known as “the Assessor”).
2. The Assessor will be responsible for ensuring that the documentation provided by the applicant supports the claim for credit and, based on the evidence presented, will recommend to the Registrar the awarding of appropriate assigned or unassigned transfer credit(s).

#### 10.1.2 Transfer Credit Grades

1. The Grade will be identified as “TRF”

#### 10.1.3 Transfer Credit fees

1. There is no fee attached to the assessment of transfer credit(s).

## 11 Procedure

For more detail see Transfer Credit Procedure and Prior Learning Assessment Procedure documents.

## 12 Links to Supporting Forms

- Application for Prior Learning Assessment
- Application for Transfer Credit
- Prior Learning Assessment Report

## 13 Other Relevant Documents and Policies

- Glossary of Education Terms
- Prior Learning Assessment Procedure
- Transfer Credit Procedure
- 8611 Admission Policy
- 8612 Grading Policy
- 8613 Student Evaluation Policy
- 8615 Academic Progress Policy
- 8616 Withdrawal Policy
- 8617 Graduation Policy

<sup>1</sup> Human Resource Development Canada (HRDC). Prior Learning Assessment Newsletter, 1(2). Ottawa, Ontario: Human Resource Development Canada, May, 1995.