

 <b>Procedure</b>	Title: Course Challenge and Prior Learning Assessment Procedure	
	Policy Reference:	Policy 8614 Advanced Standing
	Effective Date:	

## 1 Overview

1. 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.
2. 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>
3. The approach taken at Selkirk College allows departments flexibility but provides College-wide standards in the entry and exit procedures for Course Challenge and PLA. Description of the parts of the process will be found in the following sections. Sample forms are available.

## 2 Policy

Policy 8614 *Advanced Standing* provides the framework for Course Challenge and PLA. Note that students must meet College and program entrance requirements to be eligible for Course Challenge or PLA and the School Chair/Instructor has a role in determining which courses and/or learning outcomes are available for PLA.

## 3 Procedure

1. The student applies to a Selkirk College program/course. The student is required to meet the program/course entrance requirements and pay the College application fee in order to proceed to Step 2.
2. The student completes the *Application for Prior Learning Assessment/Course Challenge form* and forwards to the School Chair.
3. The School Chair, in collaboration with the instructor, determines if the course and learning outcomes are eligible for Course Challenge or PLA credit and if so, establishes the measurement criteria and evidence required.
4. The student then meets with the School Chair/instructor to discuss the application, evidence requirement and timeframes for completion. The *Application for Prior Learning Assessment/Course Challenge form* is signed by both parties.
5. The completed *Application for Prior Learning Assessment/Course Challenge form*, prepared in Step 1 and discussed and signed off in Step 4, is forwarded to Admissions. The student will be registered in the course(s) and required to pay a non-refundable course fee for each course for which PLA credit is requested. This fee is equivalent to the cost of the course.
6. The student compiles the required evidence for presentation to the School Chair/Instructor. While the College will support the student during the entire process, the onus is on the student to develop the necessary evidence for assessment or exam.
7. The School Chair/Instructor reviews the application and evidence and assigns a grade. Where appropriate a letter grade is assigned; otherwise a competency grade of credit granted (CRG) or no credit granted (NCG) is assigned.
8. The grade is communicated to the student and to Admissions utilizing the *Prior Learning Assessment/Course Challenge Report form*.
9. Admissions staff records the grade in the Student Record System.



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# Application for Prior Learning Assessment (Including Course Challenge)

PROGRAM:

Student Surname:	Given Name(s):	Student Number:
Mailing Address:		Phone Number:
Email Address:		

Course Request: Please list the courses for which you are seeking PLA Credit.		
Course	Number	Title

School Chair Comments:

Attach all documentation.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_