

Policy Name	<b>Recognition of Prior Learning: PLAR and Transfer Credit</b>		
Policy #	<b>116</b>	Category	<b>Academic</b>
Policy Sponsor(s)	<b>Associate Vice-President, Learning and Teaching</b>	Previous Revision Date	<b>April 2014</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>June 20, 2017</b>
Procedures Approved by	<b>Provost and Vice-President, Academic</b>	Review Date	<b>See Policy Review Date or as Required</b>

See the related [POLICY](#).

## DEFINITIONS

**Prior Learning Assessment and Recognition** is a process of evaluating the knowledge and skills gained through experiential and non-formal learning, and formal education that is ineligible for transfer credit, for the purpose of obtaining credit in a Saskatchewan Polytechnic course.

**Recognized Post-secondary Institutions and Institutions Authorized to Offer Specific Credentials** include public or private institutions that have been given authority to grant degrees, diplomas, and other credentials by a public or private act, or through a government-mandated quality assurance mechanism, of the jurisdiction in which they operate.

**Transcript** is a certified document that provides official evidence of courses and programs that a student has taken and the results obtained.

**Transfer Credit** is credit awarded by Saskatchewan Polytechnic for academic work completed at another recognized or authorized institution.

## PROCEDURES

### A. PLAR Procedures

#### 1. Saskatchewan Polytechnic Administration & Programs

- i. Procedures for PLAR are documented in the *Guide to Prior Learning Assessment and Recognition at Saskatchewan Polytechnic* and are located in the Saskatchewan Polytechnic Program Operating Procedures Manual.

#### 2. Standards

- i. PLAR credit will be awarded for demonstrated learning that is equivalent to the content and learning outcomes of the course or program, and consistent with the achievement levels required by the credential.
- ii. Students who have training from non-recognized or non-authorized post-secondary institutions may have their learning recognized through a PLAR assessment process.
- iii. PLAR credit is available for up to 100 percent of total credits required for completion of the Saskatchewan Polytechnic program.

- iv. The grades of PLAR credit courses will not be used in calculating academic averages.
- v. Courses where PLAR credit has been granted will be recorded as “CR” on student transcript.
- vi. If credit is denied through the PLAR evaluation process, the grade appeal process is available.

### **3. Saskatchewan Polytechnic Students**

- i. Procedures for applying for PLAR are documented on the Saskatchewan Polytechnic Prior Learning Assessment and Recognition web page <http://saskpolytech.ca/admissions/resources/prior-learning-and-recognition.aspx> and through program-specific candidate guides.
- ii. Students undergoing PLAR evaluation must be registered in a course or program at the time of assessment. PLAR evaluation is available once per course.

## **B. Transfer Credit Procedures**

### **1. Administration & Programs**

- i. Agreements and individual transfers

Procedures for negotiating articulation agreements, MOUs and determining course or block transfer between Saskatchewan Polytechnic and other institutions are described in the *Guide to Transfer Credit* at Saskatchewan Polytechnic and in Saskatchewan Polytechnic Program Operating Procedures Manual.

### **2. Standards**

- i. Transfer credit is based on an official transcript of marks as received directly by Saskatchewan Polytechnic from the originating institution. (When transcripts are not available from the sending institution, a credential evaluation report from a Canadian assessment service may be accepted.)
- ii. The required grade for transfer credit is the passing grade of the originating institution.
- iii. Transfer credit will usually be limited to courses taken within the previous five-year period. This timeline may vary depending on the extent to which program or professional requirements have changed.
- iv. Transfer credit will not be denied for minor variations that may occur between educational environments.
- v. Transfer credit shall not exceed 75 percent of total credits required for completion of the Saskatchewan Polytechnic program.
- vi. The grades of transfer credit courses will not be used in calculating academic averages.
- vii. Courses where transfer credit has been granted will be recorded as “TC” on student transcript.
- viii. If transfer credit is denied, an appeal process is available; or the PLAR process may be considered to assess student knowledge and skills.

### **3. Saskatchewan Polytechnic Students**

- i. Procedures for applying for transfer/equivalency credit are documented on the Saskatchewan Polytechnic Transfer Credit web page <http://saskpolytech.ca/admissions/resources/transfer-credit-faq.aspx>
- ii. Before applying for transfer credit, Saskatchewan Polytechnic students are encouraged to compare the details of course(s) on their transcripts with those of the Saskatchewan Polytechnic course(s) for

which they are seeking transfer credit. Students are expected to understand and apply the learning outcomes of the transferred course(s) that are a prerequisite for further learning.

- iii. Students are responsible for ensuring transcripts, course descriptions, syllabi, and other information necessary for transfer credit assessment is provided to Saskatchewan Polytechnic in English. For a student to be eligible for transfer credit consideration, the related transcript(s) must be submitted at the time of application by international students, or by program start date for domestic students.
- iv. To be eligible for transfer credit evaluation, students must have applied to a Saskatchewan Polytechnic program or be a registered student. Requests for transfer credit may be submitted on admission to a Saskatchewan Polytechnic program or registration in a Saskatchewan Polytechnic course, up to the end of the second week of delivery in the course for which credit is sought. Any refund of tuition related to transfer credit will be governed by Policy 1214-G Tuition and Fees.