



UNDERGRADUATE PRIOR LEARNING ASSESSMENT AND RECOGNITION PROCEDURE
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Procedure Type:	Academic	Initially Approved:	April 2014
Procedure Sponsor:	Vice President and Provost	Last Revised:	January 27, 2021
Administrative Responsibility:	Registrar's Office	Review Scheduled:	January 2026
Approver:	General Faculties Council		

A. INTENT

The intent of this procedure is to establish a clear internal process for the assessment, identification, documentation, and recognition of non-formal learning for applicants who have been accepted into Ministry approved programs at the Alberta University of the Arts through the Prior Learning Assessment and Recognition Procedure (PLAR).

PLAR involves assessing and recognizing a person's knowledge and skills, acquired through work/life experiences, non-formal and informal learning, in relation to applicable program or course learning outcomes.

B. GUIDING PRINCIPLES

Alberta University of the Arts is committed to minimizing barriers to student mobility while maintaining the integrity of academic programs and credentials.

PLAR practices should be efficient, relevant, effective, and accessible for learners.

PLAR mechanisms should be flexible and responsive to individual learners while maintaining quality standards.

Assessment of prior learning will be conducted by subject matter experts.

Recognition of prior learning should be based on evidence of demonstrated learning which may be assessed through a variety of methods.

Recognition of prior learning should be appropriate to the course or program in which it is accepted.

PLAR credit cannot be granted for work that has been taken as part of a credit course or for which transfer credit has already been applied.

C. SCOPE

This procedure is applicable to all admitted Alberta University of the Arts undergraduate students.

D. REGULATIONS

Roles and Responsibilities

1. The Vice President and Provost is responsible for this procedure.
2. The Registrar's Office is responsible for the overall administration of this procedure.
3. Academic Advisors are a PLAR resource for students.
4. Chairs, in consultation with subject area specialists, are responsible for determining whether a student application for PLAR meets established eligibility criteria for credit.
5. Students requesting PLAR are responsible for submitting a complete PLAR form with supporting documentation, following the PLAR process and paying PLAR fees. Students are responsible for ensuring they provide a certified translation of documents when the original documents were not issued in English.
6. The Academic Calendar lists courses which are ineligible to receive PLAR credit.

PLAR Opportunities and Assessment

1. A PLAR application fee will be paid before the PLAR assessment can commence. The application fee is charged on a per course basis. The fee is non-refundable, and proof of payment must be submitted with the PLAR application to the Registrar's Office. The submission of a PLAR application does not guarantee credit will be awarded.
2. The Chair of the School in which PLAR credit is sought determines, on a case-by-case basis, the appropriate evaluation method for PLAR.
3. PLAR decisions are final and not eligible for appeal.
4. If PLAR credit is awarded, the student will pay the PLAR tuition fee for the course(s) awarded, as outlined in the Academic Calendar. This fee is not charged if the PLAR application is unsuccessful.

Registration and Graduation Considerations

1. Credit earned through PLAR will be recorded on the transcript with the grade code of PLA.
2. Credit awarded through PLAR will apply only to the designated course and will not fulfill the prerequisite(s) to that course.
3. PLAR credit granted at AUArts does not guarantee that PLAR credit will be recognized or granted at other post-secondary institutions.
4. AUArts students are required to fulfill the Residency Requirements outlined in the Academic Calendar. Credits awarded through PLAR cannot be used to fulfill AUArts Academic Residency Requirements.

E. PROCESSES

APPLYING for PLAR

A PLAR assessment may include (but is not limited to) the following:

- Written challenge exam
- Oral exam or interview
- Performance assessment
- PLAR portfolio assessment
- Course equivalencies involving evaluation of non-university/collegiate and/or non-credit programs, courses, certificates and designations.

There are two categories of PLAR at AUArts: PLAR 1: Recognition based on academic or course equivalency (for non-credit coursework) and PLAR 2: Recognition based on work experience and/or previous knowledge. Each of these categories has different guidelines and documentation requirements. Students will only be charged one fee if their application includes both PLAR 1 and PLAR 2 categories. Applications submitted at different times will be charged individually.

PLAR 1: Recognition based on academic or course equivalency (non-credit)

To qualify, 80% of the course content and experiential learning must be comparable the AUArts course. The course may have been offered by a post-secondary institution, other training organization, an employer or a community learning resource. The course must meet the learning outcomes and academic rigour of the AUArts course.

Granting Guidelines:

The equivalent course must have been completed at a post-secondary institution or equivalent. Course work completed within 10 years will be considered.

Fees and Documentation Required:

Complete the PLAR application form.

Attach documentation that includes, as a minimum, the following information for each course:

- name of the course
- official proof of successful completion of the course
- name and address of the organization providing the course
- date and duration (days and hours) of the course
- course outline with learning outcomes that may include objectives course content, and experiential exercises
- name and qualifications of the course instructor
- any other information that would assist in determining that at least 80% of the course content and experiential learning was comparable to the AUArts course

Please refer to the Academic Calendar for fees associated with this request.

PLAR 2: Recognition based on work experience and/or previous knowledge

AUArts may be able to grant credit for knowledge and skills a student possesses. The first step in PLAR 2 is to evaluate the student's knowledge and skills against the learning outcomes of the courses the student wishes to challenge. Detailed learning outcomes for courses are available from the AUArts website.

Granting Guidelines:

These guidelines are determined by each program area.

Please review specific program guidelines for specialized requirements and ensure the program will grant recognition for work experience.

Applicant must be an accepted AUArts student.

Fees and Documentation Required:

Complete the PLAR application form.

Attach documentation outlined in specific program area criteria.

Please refer to the Academic Calendar for fees associated with this request.

F. DEFINITIONS

- a. Prior Learning Assessment and Recognition (PLAR) - The process of assessing and recognizing a person’s knowledge and skills, acquired through work/life experiences, non-formal, and informal learning, in relation to applicable program or course learning outcomes
- b. PLAR credit - Credit completed through prior non-formal learning accepted at AUArts
- c. PLAR portfolio – a collection of materials that records and verifies learning achievements and relates them to the learning outcomes of AUArts course(s)

G. RELATED POLICIES/PROCEDURES

- Degree Requirements Procedure
- Grading and Progression Procedure
- Registration Policy
- Registration Procedure
- Undergraduate Admission Requirements Procedure
- Transfer Credit Procedure

H. RELATED DOCUMENTS

- Academic Calendar

I. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
04/2014				
01/11/2021				