



<b>UNDERGRADUATE PRIOR LEARNING ASSESSMENT AND RECOGNITION PROCEDURE</b>
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<b>Procedure Type:</b>	Academic	<b>Initially Approved:</b>	April 2014
<b>Procedure Sponsor:</b>	Dean, Academic Programs	<b>Last Revised:</b>	April 28, 2025
<b>Responsible Unit:</b>	Registrar's Office	<b>Review Scheduled:</b>	April 2030
<b>Approver:</b>	General Faculties Council		

## A. PURPOSE

Prior Learning Assessment and Recognition (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.

The intent of this procedure is to establish a clear internal process for PLAR for undergraduate students enrolled in Ministry approved programs at the Alberta University of the Arts.

## B. SCOPE

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

## C. PROCEDURES

### 1. GUIDING PRINCIPLES

- 1.1 Alberta University of the Arts is committed to recognizing students' prior formal and informal learning while maintaining the integrity of academic programs and credentials.
- 1.2 PLAR practices should be efficient, relevant, effective, and accessible for learners.
- 1.3 PLAR mechanisms should be flexible and responsive to individual learners while maintaining quality standards.
- 1.4 Assessment of prior learning will be conducted by subject matter experts.
- 1.5 Recognition of prior learning should be based on evidence of demonstrated learning which may be assessed through a variety of methods.
- 1.6 Recognition of prior learning should be appropriate to the course or program in which it is accepted.
- 1.7 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 granted.
- 1.8 PLAR fees are published in the Academic Calendar and are non-refundable.

## **2. ROLES AND RESPONSIBILITIES**

- 2.1 The Dean, Academic Programs is responsible for this procedure.
- 2.2 The Registrar's Office is responsible for the overall administration of this procedure.
- 2.3 Directors of Schools, in consultation with subject area specialists, are responsible for determining whether a student application for PLAR meets established eligibility criteria for credit.
- 2.4 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.
- 2.5 The Office of the Registrar maintains a list of courses which are ineligible for PLAR.

## **3. PROCESS**

- 3.1 Students seeking PLAR must apply to the Director of the School in which course is delivered.
- 3.2 The Director of the School determines, on a case-by-case basis, if the PLAR will be allowed and, if so, the appropriate evaluation method. The Director of the School may consult with the Associate Dean as appropriate and needed. Methods of assessment may include (but are not limited to):
  - a) Written exam
  - b) Oral exam or interview
  - c) Performance assessment
  - d) Portfolio assessment
- 3.3 The Student will pay the PLAR fee to the Office of the Registrar in advance of the assessment being administered.
- 3.4 The Student will undergo the required assessment(s) and/or submit the required material(s) for their evaluation.
- 3.5 The Director of the School will notify the Office of the Registrar of the results of the evaluation and if credit for the PLAR is to be awarded. PLAR decisions are final and not eligible for appeal.
- 3.6 The Office of the Registrar notes the PLAR credit on the student record as per the Final Grading Procedure.
- 3.7 PLAR credit is subject to the following limitations:
  - a) PLAR credit granted at AUArts does not guarantee that PLAR credit will be recognized or granted at other post-secondary institutions.
  - b) Credits awarded through PLAR cannot be used to fulfill AUArts residency requirements as outlined in the Undergraduate Academic Standing and Graduation Procedure.
  - c) Credit awarded through PLAR will apply only to the designated course and will not fulfill the prerequisite(s) to that course.

**D. DEFINITION**

**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.

**E. RELATED POLICIES**

- Registration Policy
- Undergraduate Registration Procedure
- Academic Standing and Graduation Policy
- Undergraduate Academic Standing and Graduation Procedure

**F. RELATED DOCUMENTS**

- Admissions Procedure
- Registration Procedure
- Undergraduate Transfer Credit Procedure
- Academic Calendar

**G. REVISION HISTORY**

<b>Date (mm/dd/yyyy)</b>	<b>Description of Change</b>	<b>Sections</b>	<b>Person who Entered Revision (Position Title)</b>	<b>Person who Authorized Revision (Position Title)</b>
08/20/2024	Updated Template	All	University Secretariat Assistant	Registrar
04/28/2025	Updated Content	All	Registrar	Dean, Academic Programs