


Procedure Name:	PRIOR LEARNING ASSESSMENT	
Approved By:	Education Council	
Approval Date:	April 15, 2016	
Next Scheduled Renewal Date:		
Procedure Holder:	Education Council	
Operational Lead:	Registrar and Director of Institutional Research	
Procedure Number:	EDU-002P	

## PRIOR LEARNING ASSESSMENT PROCEDURE

### 1.00 PURPOSE

- 1.1 This procedure accompanies [EDU-002, Prior Learning Assessment Policy](#).

### 2.00 DEFINITIONS

- 2.1 **Prior Learning Assessment (PLA):** An assessment of informal learning by a subject matter expert (i.e., Coast Mountain College [CMTN] Faculty member in appropriate discipline) of what an individual has learned outside of courses and programs at CMTN for which the granting of transfer credit is inappropriate. Assessment will normally result in credit (assigned or unassigned) granted to satisfy the graduation requirements of a program offered by CMTN.
- 2.2 **Transfer Credit:** The granting of credit for a course successfully completed at another post-secondary institution or through a professional organization or other agency with which an articulation agreement has been reached. The course may be equivalent to a course offered by CMTN (assigned credit) or at an appropriate year level in a subject or program areas (unassigned credit).

### 3.00 PROCEDURES

- 3.1 The student must already be accepted in a credit program at CMTN to be considered for PLA in that program.
- 3.2 The student approaches a Program Coordinator or Academic Head to request an assessment.
- 3.3 The Program Coordinator or Academic Head will have the Dean approve the timetable (if applicable).
- 3.4 Program Coordinator/Academic Head notifies the Office of the Registrar of the course(s) that are to be undertaken.
- 3.5 The Office of the Registrar will timetable a PLA course into which the student will be registered.
- 3.6 The student will pay 50% of the tuition for the course.
- 3.7 The student must provide proof of payment for the PLA assessment to begin.

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- 3.8 A Faculty Member will notify the Office of the Registrar of the assessment outcome. If successful, results will be entered as PLA or a letter grade/percentage may be assigned if denoted on the course outline.
- 3.9 Unsuccessful completion of a PLA will result in the course being suppressed on the student record. There will be no refund of the fees paid for the assessment.
- 3.10 Although the College is guided by the guidelines for prior learning assessment developed by the Ministry of Advanced Education, it is at the discretion of the receiving institution that credit for prior learning is awarded.

### 4.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 4.1 [EDU-002, Prior Learning Assessment Policy](#)

### 5.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			