

ADMINISTRATIVE OPERATING PROCEDURE: Prior Learning Assessment and Recognition

Procedure ID:	#2-210
Approved by Executive Leaders Team:	<i>Original:</i> 1994
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Next Review Date:	2026
Administrative Contact for Procedure Interpretation:	Associate Dean

Procedure Statement

Fleming College Toronto recognizes and accredits the value of skills and knowledge attained through prior work, volunteer, life and/or academic experiences through the Prior Learning Assessment and Recognition (PLAR) process.

Operating Procedure**1.0 - Student Application for PLAR**

- 1.1 Applicants are directed to the Student Portal to initiate a PLAR application.
- 1.2 Applicants are strongly encouraged to apply for PLAR in the semester preceding the delivery of the course(s) for which they are applying for PLAR.
- 1.3 Applicants must have applied to enroll through the regular admission process in order to gain entrance into a college program prior to applying for PLAR.
- 1.4 The deadline to initiate an application for PLAR in a course for which the applicant is currently enrolled is the end of the registration period, as defined by the Academic Calendar.

2.0 - PLAR Determination and Evaluation Process

- 2.1 The Student Success Advisor will review the PLAR application along with the supporting documents to ensure that the applicant has met the PLAR eligibility criteria.
- 2.2 If the PLAR eligibility criteria are met, the Student Success Advisor will upload the PLAR application and supporting documents onto the SharePoint site in the respective folder and update the Tracker.
- 2.3 The Academic Director (or designate) will assign the appropriate Program Manager as PLAR assessor to the PLAR application.
- 2.4 The PLAR Assessor verifies the PLAR application and supporting documents to ensure that the PLAR application is successful and meets Fleming College's requirements.
- 2.5 PLAR assessors will determine the applicant's competencies and prior learning experience in relation to the articulated course learning outcomes.

2.6 PLAR award recognition and credit eligibility is dependent on the applicant's successful demonstration of the established PLAR requirements.

2.7 Academic policies apply; and are enforced when evaluating and granting academic credit through the PLAR process.

2.8 Credit earned through PLAR shall be recorded on the student's academic record, using the standard grading format for that course as verified by the Student Success Advisor.

3.0 - Eligibility Criteria for PLAR Applications

3.1 All pre-requisite course(s) and other requirements must be met prior to initiating an application for PLAR.

3.2 PLAR can be used to obtain a maximum of 75 percent of course credits within a program of study.

3.3 An applicant is not eligible for PLAR if the applicant:

- a)** was registered in, or audited, the course for which they applied for PLAR in the previous 12 months.
- b)** has received a withdrawal (W), withdrawal fail (WF), or fail (F) in that course within the previous 12 months.
- c)** has misrepresented their performance for the purpose of obtaining marks or recognition.

3.4 Some courses are not eligible for PLAR. In these cases, the student will be informed by the Student Success Advisor prior to accepting an application.

3.5 Students are granted only one opportunity to PLAR a course.

4.0 - Appeal of PLAR eligibility decision or final achievement

4.1 A student who wishes to appeal the PLAR decision must follow the process as outlined:

- a)** If a student has a question or concern about their PLAR decision, they should contact student success.
- b)** Failing resolution regarding the PLAR evaluation, the applicant may articulate their concern regarding the PLAR evaluation results in a formal letter to the Academic Director (or designate), complete with details and rationale to support reconsideration of the decision.
- c)** The Academic Director (or designate) will review the appeal and render a final and binding decision in writing.

5.0 - Roles and Responsibilities

5.1 It is the responsibility of the PLAR applicant to apply for PLAR within the registration timeline as indicated by the Academic Calendar to initiate the application.

5.2 Applicants are responsible for providing documentation that demonstrates the validity of the prior learning and to participate in the assessment deemed appropriate to the course, the content, and the learning being measured as determined by the PLAR Assessor.

5.3 The Student Success Advisor is responsible for facilitating the PLAR process, recording the

credit on the students' academic records, maintaining the database of completed PLARs, and communicating with the students regarding the evaluation of their application.

- 5.4 It is the responsibility of the Academic Director (or designate) to assign the PLAR application to the appropriate faculty member or Program Manager who will perform the function of PLAR Assessor.
- 5.5 The PLAR Assessor is responsible for contacting the applicant, creating the assessment, and evaluating the PLAR submission. The PLAR Assessor must notify the Student Success Advisor of the result of the PLAR evaluation.

Related Documents

- Policy 2-210: *Prior Learning Assessment and Recognition*
- Policy 2-225: *Transfer Credits*
- Administrative Operating Procedure 2-225: *Transfer Credits*

History of Amendments and Reviews

Date	Activity
1994	Originally Approved
2010	Reviewed and updated
2019	Reviewed and updated
2023	Reviewed and updated