

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S2002-03</b>	<b>Vice-President Academic and Provost</b>		
Policy Name			
<b>Prior Learning Assessment</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>B</b>	<b>2026</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>2002</b>	<b>May, 2021</b>	<b>S2019-01 Admissions Policy</b> <b>OP.212 Tuition and Other Fees Policy</b> <b>S2017-04 Graduation Policy</b>	

## 1 PURPOSE

This policy is to establish guidelines regarding the assessment and recognition of credit to be granted based on prior learning experience. The university values and recognizes that learning happens in a variety of ways and that students can meet course and program learning outcomes through multiple means. Having established processes where knowledge, skills, and abilities that students bring to the university environment can be assessed against established course or program learning outcomes recognizes that learning results from a range of experiences.

## 2 DEFINITIONS

“**Prior Learning Assessment (PLA)**” is a systematic, learner-centered process whereby students receive credit for learning that has occurred through work, training, and life experience. It is assessment, by valid and reliable means and by qualified individuals, of what has been learned outside of post-secondary courses and programs for which the granting of transfer credit is appropriate. Assessment will normally result in credit (assigned or unassigned) being granted to satisfy the admission or graduation requirements of a program offered by Capilano University.

## 3 SCOPE

This policy provides direction on the assessment and official recognition of students’ prior learning experience.

## **4 POLICY STATEMENT**

- 4.1 Capilano University will, when requested by a student and in accordance with established evaluation procedures, assess and grant credit for learning that the student has gained through prior life and work experiences. Where that learning is assessed as equating to the learning outcomes or objectives of a course or program at Capilano, credit will be granted.
- 4.2 Prior learning will be assessed and recorded within the limits of the University residency requirements and based on the determination by individual programs.
- 4.3 The PLA process will be administered in a way that ensures that the assessment of prior learning is reliable, current, authentic and equitable. Assessment services will be offered only in the language of instruction of the University (English, except for assessments involving competency in an Indigenous language). Assessment methods will be adapted, if necessary, to meet the needs of students with disabilities.

## **5 PRINCIPLES**

- 5.1 The University will be guided by the Guidelines for Prior Learning Assessment developed by the Canadian Association for Prior Learning Assessment.
- 5.2 Applicants for Prior Learning Assessment must have been admitted to a program of Capilano University.
- 5.3 Capilano University will only award credit for prior learning that is directly applicable to the student's declared program of studies. Should a student change programs, all or some of the PLA credit previously awarded may no longer apply or, conversely, the student may be able to apply for additional PLA credit that was not appropriate under the previous program of studies.
- 5.4 Prior Learning Assessment involves expert judgment of relevant, demonstrable skills and knowledge relative to the learning outcomes of a particular course, program, pre-requisite or admission criteria. The standards to be applied will be equivalent to those applied to students enrolled in the course(s) for which credit is requested.
- 5.5 PLA assessment mechanisms should be flexible to reflect the diverse experiences of students while maintaining consistency, and rigour.
- 5.6 Faculty who have expertise in the curriculum area and approval by the relevant department or program will assess prior learning. All faculty involved in the assessment of learning will have adequate experience in assessment methods that meet any quality assurance requirements.

- 5.7 Faculty will follow a process similar to assessing courses for transfer credit and will select one or more of the following options: equivalent course to be identified, or unassigned number of credit hours in a subject area are to be identified. Where unassigned credit is determined the year level of unassigned credit(s) must be identified.
- 5.8 The credits achieved through PLA will appear on the transcript. Should PLA credit be granted, the grade of CR (credit granted) will be assigned and it will be noted on the transcript that credit was earned through the PLA process.
- 5.9 Fees are set and published per applicable university policy and procedure(s).

## **6 METHODS OF PRIOR LEARNING ASSESSMENT**

Multiple methods of assessment may be used (independently or in combination) to determine if the PLA applicant has met the required standards.

## **7 APPEALS**

An applicant with a PLA request where no credit is granted may seek appeal through a request to the program coordinator for one additional assessment review. The result of the second review is final and not further appealable.

## **8 DESIGNATED OFFICER**

The Vice-President Academic and Provost is responsible for this policy.