

 Procedure	Title: Advanced Standing: Course Challenge and Prior Learning Assessment Procedure	
	Policy Reference:	Policy 8614 Advanced Standing
	Effective Date:	

1 Overview

Prior learning assessment (PLA) is defined as the process of identifying, assessing and recognizing skills, knowledge or competencies that have been acquired through work experience, unrecognized training, independent study, volunteer activities and hobbies. PLA may be applied towards academic credit, towards requirement of a training program or for occupational certification. PLA may include portfolio assessment, project work, interviews, demonstrations, or testimonials,

Course challenge is one method of PLA. It is intended to allow a student to seek credit in a given course on the basis of knowledge or experience acquired outside the College. It involves undertaking a special examination or other form of assessment administered by the relevant department, division, or school at a time determined in consultation with the student.

2 Policy

Policy 8614 *Advanced Standing* provides the framework for Course Challenge and PLA. Note: students must meet College and program entrance requirements to be eligible for Advanced Standing. The School Chair/Instructor has a role in determining which courses and/or learning outcomes are eligible for Advanced Standing.

3 Procedure

1. The student applies to a Selkirk College program or course. The student is required to meet the program or course entrance requirements and pay the College application fee in order to proceed to Step 2.
2. The student completes the *Application for Prior Learning Assessment or Course Challenge form (attached)* and forwards it to the School Chair.
3. The School Chair, in collaboration with the instructor, determines if the course and learning outcomes are eligible for Advanced Standing and if so, establishes the measurement criteria and evidence required.
4. The student then meets with the School Chair/instructor to discuss the application, evidence requirement and timeframes for completion. The *Application for Prior Learning Assessment or Course Challenge form* is signed by all parties.
5. The completed *Application for Prior Learning Assessment or Course Challenge form*, and stated fee(s) are forwarded to the Registrar's Office. The student is required to pay the stated fee prior to being registered in the course and /or undertaking the assessment.
6. The student compiles the required evidence for presentation to the School Chair/Instructor.
7. While the College will support the student during the entire process, the onus is on the student to develop the necessary evidence for assessment or exam.
8. The School Chair/Instructor reviews the application and evidence and assigns a grade. Where appropriate a letter grade is assigned; otherwise a competency grade of credit granted (CRG) or no credit granted (NCG) is assigned.
9. The grade is communicated to the student and to the Registrar's Office utilizing the *Prior Learning Assessment or Course Challenge Report form*.
10. The Registrar's office staff will record the grade in the Student Record System.



APPLICATION FOR PRIOR LEARNING ASSESSMENT

Prior learning assessment (PLA) is defined as the process of identifying, assessing and recognizing skills, knowledge or competencies that have been acquired through work experience, unrecognized training, independent study, volunteer activities and hobbies. PLA may be applied towards academic credit, towards requirement of a training program or for occupational certification. PLA may include portfolio assessment, project work, interviews, demonstrations, or testimonials,

Date:	Receipt Number:	Course Fee:
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STUDENT INFORMATION

Legal First Name:	Legal Last Name:
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SELKIRK COLLEGE STUDENT ID	<input type="text"/>	Program:
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Phone Number(s):	Email Address:
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COURSE REQUEST

Course Code & Number e.g. ENGL 110	Title

School Chair Comments:

Attach all documentation

STUDENT NAME	STUDENT SIGNATURE	DATE SIGNED
INSTRUCTOR NAME	INSTRUCTOR SIGNATURE	DATE SIGNED
SCHOOL CHAIR NAME	SCHOOL CHAIR SIGNATURE	DATE SIGNED



APPLICATION FOR COURSE CHALLENGE

Course challenge is one method of PLA. It is intended to allow a student to seek credit in a given course on the basis of knowledge or experience acquired outside the College. It involves undertaking a special examination or other form of assessment administered by the relevant department, division, or school at a time determined in consultation with the student.

Date:	Receipt Number:	Course Fee:
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STUDENT INFORMATION

Legal First Name:	Legal Last Name:
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SELKIRK COLLEGE STUDENT ID	<input type="text"/>	Program:
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Phone Number(s):	Email Address:
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COURSE REQUEST

Course Code & Number	Title
e.g. ENGL 110	

School Chair Comments:

Fee Schedule:

- Exam Challenge (Regular tuition fees apply, PLUS: \$37 exam challenge fee)
- Professional Cook Training Practical Exam Challenge (Group) \$340
- Professional Cook Training Practical Exam Challenge (Individual) \$650

Attach all documentation

_____	_____	_____
STUDENT NAME	STUDENT SIGNATURE	DATE SIGNED

_____	_____	_____
INSTRUCTOR NAME	INSTRUCTOR SIGNATURE	DATE SIGNED

_____	_____	_____
SCHOOL CHAIR NAME	SCHOOL CHAIR SIGNATURE	DATE SIGNED