# PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) POLICY

## NEW BRUNSWICK COLLEGE OF CRAFT AND DESIGN

## 1.0 PURPOSE

To provide a framework for the evaluation and granting of transfer credit and equivalency at New Brunswick College of Craft and Design (College), acknowledging the value of prior learning and experience for those wishing to pursue post-secondary education.

## 2.0 POLICY STATEMENT

This policy applies to all full-and part-time NBCCD students who wish to obtain transfer credits and equivalency towards their NBCCD education.

## 3.0 DEFINITIONS

### Appeal
A proceeding by which a case is brought before a higher authority for review of the decision made by a lower authority.

### Articulation Agreement
Formal agreements between two or more post-secondary institutions documenting the transfer policies for a specific academic program or certification.

### Certification
Recognition of a student's successful completion of a program or courses by means of a diploma, certificate, or Certificate of Achievement.

### Formal Learning
Education and/or training for academic or professional credit, degree, or credential.

### Informal Learning
Results from daily life activities related to work, family, leisure, and self-study. Often defined as 'learning from experience'.

### External Non-Credential Learning
Usually delivered by an education or training organization, but not formally recognized by academic credit.

### Post-Secondary
Any program of studies leading to a certificate, diploma, or degree.

### Prior Learning Assessment and Recognition (PLAR)
Evaluation and recognition of formal, external, non-credential, and informal learning that can result in academic credit.

### Assessment
The systematic gathering of information about a student's prior learning that describes their abilities, accomplishments, and how these align with NBCCD course learning outcomes.

## Course

A course refers to a self-contained part of a prescribed program that encompasses a predetermined set of learning outcomes related to a specific content area and a specific period of instructional time.

## Course Challenge

Credit granted when a student has demonstrated, through a test created by a subject matter expert, that they previously achieved the skills/knowledge contained in the learning outcomes of a course.

## Course Learning Outcomes

A concise list of activities a student will be able to demonstrate by the successful completion of a course.

## Course Outline

A document approved through the curriculum approval process (studio coordinator, academic dean). Given to students, the course outline offers a description of the course, specifies the learning outcomes to be achieved, and identifies the assessments that measure achievement.

## Credit

A framework for valuing and measuring learning achievement within a course.

## Credit Equivalency (EQ)

Credit equivalency granted for experience obtained outside a formal learning environment. The prior learning must match at least 80% of the competencies and outcomes of the respective NBCCD course. Credit equivalency is indicated as EQ on the NBCCD transcript.

## Credit Transfer (CR)

Recognition of credits obtained at another approved post-secondary institution. When a course is recognized as having been completed successfully, the CR notation is included on the student's transcript of marks, but not included in the GPA.

## Critical Course Performance (CCP)

The ultimate ability/skill to be achieved by the successful completion of a course.

### Evaluation
Making judgments on the assessment information based on fulfillment of all required course learning outcomes.

### Experiential Learning
Learning acquired through experience. This type of learning may be the result of formal or non-formal training programs or life or work experiences.

### Formal Learning
Education and/or training for academic or professional credit, degree, or credential.

### Informal Learning
Results from daily life activities related to work, family, leisure, and self-study. Often defined as 'learning from experience'.

### Non-Formal Learning
Usually delivered by an education or training organization, but not formally recognized by academic credit.

### Transcript of Marks
A subset of a student's education record at a given point in time, issued by a post-secondary institution, which reflects the student's complete and accurate educational history at the issuing institution. The transcript is considered official when it has been verified as issued by a competent issuing authority.


## 4.0 WORKFLOW

**4.1.** For the purposes of PLAR, the College determines competency profiles and indicators based on the learning outcomes for courses where PLAR is requested, along with program learning outcomes as a whole.

**4.2.** All credit transfer requests are initiated by the student through the admissions office or directly to the Registrar's office. Transfer credit requests received after the start of classes may be considered at the discretion of the Registrar.

**4.3** Students submit a request via email to the Registrar's office, which must include the following:

- List of courses they wish to PLAR
- Reason why they wish to PLAR these courses
- Any relevant experience/information including curriculum documents and course outlines from credits obtained at previous institutions, along with a transcript of marks
- Any fees are paid as per the [Student Fees Other than Tuition Fee Policy](#).
- Requests must be submitted by August 1 to allow time for assessment and consultation with the corresponding instructor

## 5.0 FORMAL LEARNING ASSESSMENT

### 5.1 Credit Transfer

i. The Registrar reviews the documentation in 4.3 and if the course has been approved at a certified institution and fits within the program's curriculum, transfer credit may be granted.

ii. If the Registrar requires more information to make a decision, they discuss the situation with the relevant Studio Head.

Block Transfers and Articulation Agreements

iii. In the case of block transfers and articulation agreements, the courses being considered for credit are not evaluated on an individual basis.

iv. The Registrar verifies the existence of the agreement.

v. The student must have successfully completed all courses in the agreement at the home institution.

### 5.2. Course Challenge for Informal Learning Assessment

- The Studio Head creates a test, project, or assignment for the student to complete that encapsulates the critical performance of the course being challenged with a due date.
- The student must complete the test, project, or assignment within the required time frame.

- The student's final work must demonstrate competency and at least 80% of the competencies and outcomes of the respective course.

## 5.3. Awarding of Credit

i. The Studio Head (SH) an email to the Registrar's Office with their justification, attaches all supporting documentation, and provides it to the Registrar for final approval.

ii. Assessments must be completed by the dates specified in section 4.3 to ensure student schedules are able to be modified as required if course changes are necessary.

iii. Once the determination is made, the Registrar's office informs the student, Studio Head (SH)/Academic Advisor (AA).

iv. If credit is awarded, the student will receive a notation on their transcript as per the Grading System Policy.

v. All PLAR documentation must be maintained in the student's file by the Registrar's Office for the duration of the student's program of study, to ensure proper certification and program completion.

vi. Courses from other institutions that are newly approved by the Registrar for credit transfer are annually added to the CampusNB Credit Transfer Portal by the Registrar.

vii. Students have the right to appeal a decision. For more information, please refer to the Academic Code of Conduct.

viii. Documentation is held in accordance with the Student Records Policy.

ix. No more than 25% of a two-year Diploma program can be awarded by PLAR, to ensure all students meet the full program learning outcomes outlined by NBCCD in program curriculum standards.

x. PLAR requests are not considered for single-year certificate programs.

## 6.0 RELATED POLICIES

[Grading System](#)

[Academic Code of Conduct](#)

[Student Records](#)

[Transcript of Marks](#)

[Academic Advising](#)

## 6.0 POLICY CUSTODIAN

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