
Title:	Grading Policy – Prior Learning Assessment and Recognition and Transfer Credits Policy
Type:	Academic
Policy #:	AC100-07
Responsibility:	Academic Policies and Procedures Committee
Approved by:	
Effective date:	May 2008
Revised:	
Review date:	

1. Policy

Refer to policy number AC100-06

2. Introduction

Centennial College provides a number of avenues for students who have had some previous relevant experience in the programs they are applying to for their credentials and experiences to be evaluated towards a credit exemption. There are four ways to obtain Centennial College credit for prior learning. They are through:

- Previous education at Centennial College
- Substitution of one required course by another
- Transfer Credit
- Prior Learning Assessment and Recognition

The college's decision to give applicants advanced placement will be based on evaluation of prior post-secondary education or prior learning under the four identified criteria.

3. Definitions

3.1 Previous Education at Centennial College (E)

Students who transfer from one Centennial College program to another will automatically be given credit in all courses common to both programs for graduation purposes. The alpha grade “**E**” descriptor refers to the “**Equivalence** of one course to another”. This grade is assigned by the Academic Administrator (Dean or designate) and the Registrar.

Students enrolled in a course cannot apply for E after the published deadlines. Grades for courses taken prior to the current program will be considered in the cumulative grade point average (CGPA) in the new program.

3.2 Substitution of one required course by another

Students who transfer from one Centennial College program to another may be given credit in courses that are different but considered as equivalent to courses in the new program for graduation purposes.

The alpha grade (SUB) refers to the substitution of one course by another. This grade is assigned by the Academic Manager (Dean or designate) where a required course in the student's program is substituted for an equivalent Centennial College course.

Students enrolled in a course cannot apply for a substitution after the published deadlines.

Grades for courses taken prior to the current program will be considered in the cumulative grade point average in the new program.

3.3 Transfer Credit

There are a number of additional ways to get a transfer credit at Centennial College. The TCR designation is used where a student has successfully completed university or college level course(s) (and certain Ontario High School Diploma course(s) from high school), taken outside of Centennial College, and is allowed to replace a related course in the student's Centennial program.

Transfer credit will be granted where, in the opinion of the College, the work covered is equivalent in content or objectives to the corresponding course of study at Centennial College. This grade is assigned by the Academic Administrator (Dean or designate) and the Registrar.

Credit is granted on a course – by- course basis. For electives, it is not necessary to have a course –by course match. When a transfer credit is granted to a student who is registered in a post-secondary program, the student may take an alternative course for which he or she has met the prerequisites within the same program to achieve a full course load. The alternative course may be taken only in the semester in which the exemption applies. The replacement course cannot be taken in a subsequent semester.

Grades for courses taken outside Centennial College will not be considered in the grade point average (GPA) in the new program.

Students enrolled in a course cannot apply for Transfer Credit after the published deadlines. Students seeking Transfer Credit must provide an official transcript and detailed description of the courses for required credit(s) together with application form(s) available at any campus registrar's office.

Centennial is a signatory to the ACCC Canadian Protocol for the Transferability of Learning¹. As such, Centennial is committed to maximising the recognition and transfer of learning acquired through formal education, workplace training, and work and life experience. Transfer Credit shall be awarded to students for credits earned that are determined by Centennial to be related to the program of study in which the student is registered.

¹ Pan Canadian Transferability of Learning

Steps to Transfer Credit

Transfer credit
"I've taken the same course or content at another accredited post-secondary institution." ?
Provide official transcript & course outline from other colleges and universities ?
Apply for transfer credit http://www.centennialcollege.ca/transferecredits.pdf
Transfer credit awarded or denied

3.4 Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) is based on the premise that many adults acquire skills and knowledge through work experience, community, home, volunteer activities, travel and leisure activities, training programs, non-college and independent study.

The maximum credit allowed through PLAR is 75% of program credits. At least 25% of the program credits must be taken at Centennial College.

Prior Learning Assessment & Recognition helps registered students to demonstrate or document college-level learning acquired through past study, work, and life experience. Using PLAR, it is possible to evaluate students' past learning against established academic standards. The goal is to determine if students should be awarded Centennial College course credit equivalence.

Students may obtain PLAR credit by **challenge** or **portfolio**.

The challenge process may include exams, interviews, demonstrations, and presentations. A portfolio identifies and documents a student's previous learning as it relates to current college courses. The portfolio may take the form of letters, job descriptions, awards, samples of work, and licences. The portfolio is then evaluated by subject experts. The method for awarding credit is identified on Centennial College's course outlines.

Credit in individual courses is granted only for demonstrated ability to meet a "satisfactory standing" in the knowledge and skills objectives of specific courses.

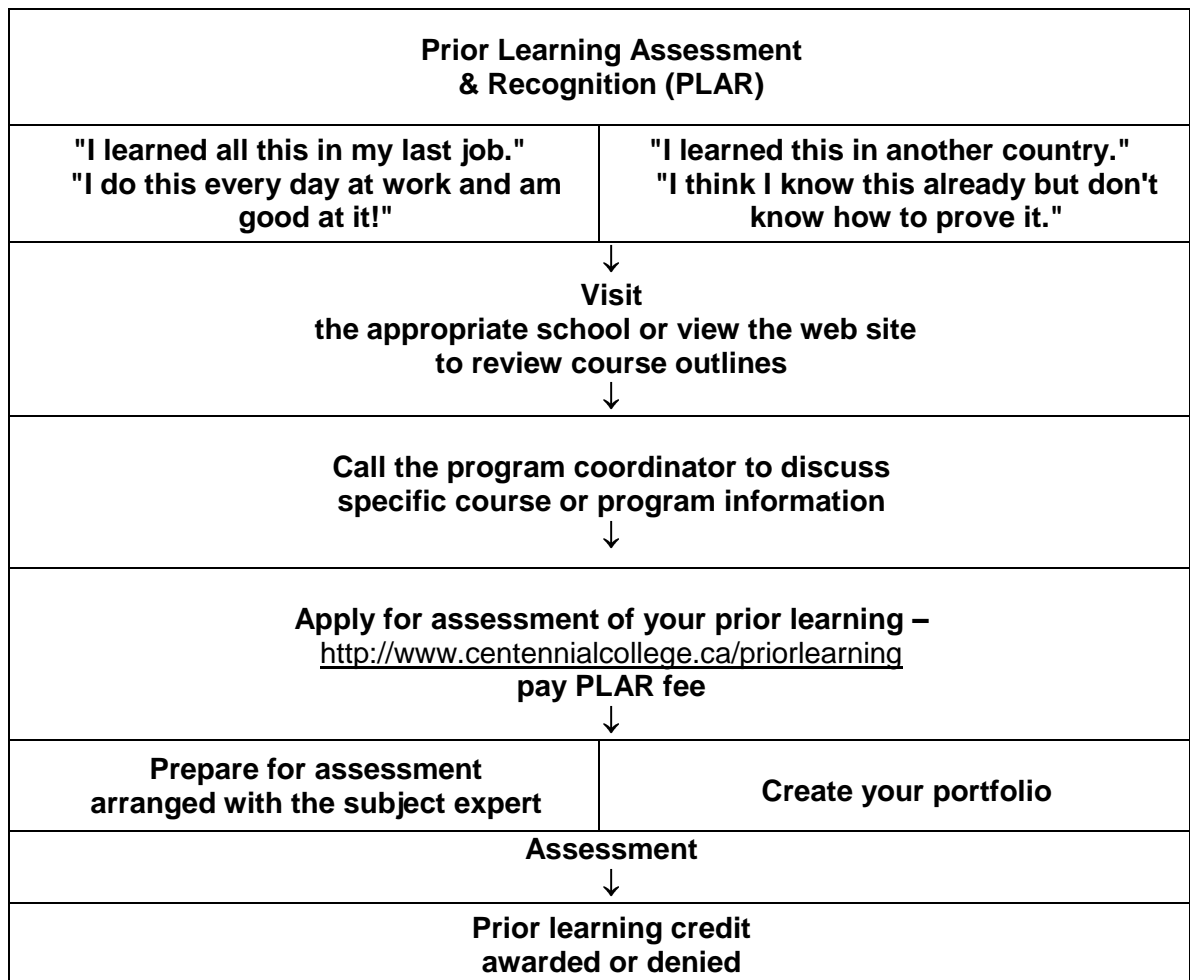
A student who has audited a course must satisfy the requirements of the PLAR policy to obtain credit for the course.

A letter grade will be recorded for courses in which credits have been granted. These grades will be considered in the cumulative grade point average.

Students enrolled in a course cannot apply for PLAR after the published deadlines.

When a PLAR is granted to a student who is registered in a post-secondary program, the student may take an alternative course for which he or she has met the prerequisites within the same program to achieve full course load at no additional cost. The alternative course may be taken only in the semester where the exemption applies. The replacement course cannot be taken in a subsequent semester.

Steps to PLAR



- For course requirements, visit the appropriate School to review the program course outlines that interest you.

- If you can demonstrate that your knowledge and skills from work experience or on-the-job-training are equivalent to a Centennial College course, you should seek PLAR credit by the published deadlines.
- You will then be referred to the subject expert.
- Discuss PLAR opportunities with the subject expert and agree to timeframes for completion.
- Prepare for the challenge requirement or complete your portfolio, as discussed with the subject expert.

For more information, contact the program coordinator.

4. Cross Reference to Other Existing Policies or Regulations

Grading Policy

5. Revisions

February, 2008