

 University College of the North Policies & Procedures Manual	# Pages: Page 1 of 3	Policy Number: AC-01-35
	Approved by: UCN Learning Council	
Section: ACADEMIC – STUDENTS Title: RECOGNITION OF PRIOR LEARNING (RPL)	Effective Date: December 8, 2020	
	Replaces: ACAD-01-14	

POLICY STATEMENT

University College of the North respects all forms of learning and will award credit to adult learners, wherever possible, for university- and college-level prior learning acquired through formal educational settings, work, volunteer experience, personal study, and other life activities.

PURPOSE OF POLICY

University College of the North recognizes that adult learners may acquire their learning through formal study and non-formal education, life experiences, and work experiences. The purpose of this policy is to articulate University College of the North's commitment to the recognition of all forms of prior learning by defining procedures to support the RPL process that is available to adult learners at University College of the North.

The learning demonstrated and assessed through the RPL process should be current, relevant to the course, and determined to include a range and depth of learning at the college/university level. The RPL assessment method chosen for the assessment will be course-specific and determined by the faculty that houses the course(s) for which the learner is seeking credit.

University College of the North supports and encourages adult learners, whenever possible, to obtain advanced standing in post-secondary courses through the RPL assessment process.

1. University College of the North's RPL process follows the Canadian Labour Force Development Board (CLFDB, 1997) minimum standards for Prior Learning Assessment and Recognition practice:
 - The RPL process will be accessible and relevant to the learner.
 - Credit will be awarded for demonstrated learning (knowledge, skills and judgement) and not for experience alone.
 - The RPL assessment process will be fair, equitable, barrier-free and bias-free.

- The RPL assessment process will be efficient and will make the best use of available resources.
- The RPL assessment process will be effective and provide the opportunity for the recognition of prior learning.
- The RPL assessment process will be transparent, and the criteria and standards used to assess prior learning will be fully disclosed to the learner.
- Assessment of prior learning will be reliable and based upon current programs and course learning objectives/outcomes.
- The tools used to assess prior learning are valid and reflect both the theoretical and practical components of a specific course or program.
- Prior learning will be assessed by those individuals who have the content background to perform this task.
- Prior learning will be assessed using a variety of tools, depending on the course being assessed.
- Credit granted through RPL assessment will be considered equivalent to credit granted in the traditional manner.
- Credit granted through RPL assessment will be subject to the same consideration for transferability between organizations, provinces, and territories as credit granted in the traditional manner.
- The RPL process is one opportunity for learners to seek advanced standing in a University College of the North program/course and is not a mandatory process.
- If the learner is not satisfied with a RPL assessment, an appeal procedure is available.

PROCEDURES

1. A learner seeking credit(s) for prior learning must fill out a University College of the North Admission Application Form. The credits, if granted, can be transferred into a program only after the student meets the admission requirements and is admitted to the program.
2. Learners requesting RPL will be provided with information on the RPL process in order to assess their readiness and will receive assistance in filling out a RPL Assessment Agreement Form or Transfer Credit Request Form.
3. The fees for RPL services are outlined in the University College of the North Rate and Fee Schedule; all RPL fees are non-refundable.
4. The learning to be credited must be university- or college-level and consistent with current University College of the North course objectives/outcomes.
5. Prior learning will be assessed using a combination of the following methods:
 - a) Assessment of educational documents;
 - b) Portfolio assessment (i.e. a collection of material which identifies and verifies prior learning from work and/or life experiences); and
 - c) Challenge process (i.e. written/oral exams, projects and assignments, interviews, skill demonstrations/simulations, product assessments, etc.).

6. The method of assessment chosen will be course-specific and determined by the academic department that houses the course(s) for which the learner is seeking credit, in consultation with the learner.
7. Prior learning will be assessed by faculty or other content experts.
8. In general, credit transfer will be limited to education completed within the previous five years. Credit transfer or computer application courses will usually be limited to education completed within the previous three years, but consideration will be given on an individual basis. Courses submitted for transfer to University College of the North must be currently relevant and acceptable to the receiving program to which transfer is requested.
9. It is the learner's responsibility to provide University College of the North with the appropriate documentation that supports their RPL request, including but not limited to, official transcripts, course outlines, and/or learning outcomes.
10. Transfer of credit from recognized post-secondary institutions will follow standard University College of the North policy on Transfer Credit (AC-01-24). A minimum grade of C from the transferring institution is required for course credit transfer. No more than 75% of the credit hours required in a program may be awarded through the Transfer Credit or Recognition of Prior Learning Assessment processes. Twenty-five (25%) percent of credits earned must be by actually taking courses through University College of the North.
11. A student who has taken a course at University College of the North and been unsuccessful in obtaining a passing grade is not eligible to apply for credit through RPL unless additional experience or academic upgrading is completed.
12. Courses granted credit through the RPL assessment process will be recorded on the learner's transcript using the designation "CR" (i.e. credit). Unsuccessful RPL efforts will not be recorded on the learner's transcripts. Credit earned through the RPL assessment process will be tracked to avoid awarding duplicated credits for the same learning.
13. A credit received for a successful RPL assessment will apply only to the designated course and/or program and will not constitute completion of any prerequisites for other courses or programs.
14. A concern with the RPL assessment process or decision may be appealed by the learner according to University College of the North policy on Academic and Disciplinary Appeals (AC-01-06). The appeal process is outlined in the Academic Calendar.
15. RPL procedures will be periodically reviewed and revised by Assessment Services and the Curriculum & Standards Committee to ensure validity and reliability of the process.
16. Articulation agreements that University College of the North develops with other institutions may contain provisions that override this policy.