

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 3	<b>DIRECTIVE NO.</b> E6
	<b>ORIGINATOR</b> Registrar	
	<b>APPROVED BY</b> PEC	
<b>TITLE</b> <b>ADVANCED STANDING</b>	<b>EFFECTIVE DATE</b> 2006.12.13	<b>REPLACES</b> 2004.06.09

### **PREAMBLE**

Advanced standing is recognition awarded to a student upon admission which enables direct entry to a second or higher level of a program. It is based on the assumption that previous education and/or experiential learning provide an overall equivalency to one or more levels of the program curriculum.

### **POLICY**

1. Advanced standing will be granted, upon admission, to a student who provides official transcripts and/or demonstrates prior learning achievements which are equivalent to the learning requirements in one or more levels of a prescribed curriculum.
2. A review of past transcripts and program/course information, and/or an evaluation of prior learning will be required.
3. On the basis of the review/evaluation, a modified education plan will be prescribed, identifying the entry point within the program and the courses which must be successfully achieved to attain graduation status in that program.

### **PROCEDURES, ROLES AND RESPONSIBILITIES**

1. An applicant wishing to be considered for advanced standing in a program must formally request an assessment when applying for admission to a program. An assessment fee will be levied. Official transcripts and other relevant documents (normally, course outlines) should be submitted with the request.
2. If the request for advanced standing is dependent upon an evaluation of prior learning, the applicant will be referred to the Prior Learning Assessment and Recognition (PLAR) Coordinator.
3. Upon referral from the Registrar's Office or the PLAR Coordinator, the Program Academic Administrator will provide for an assessment of the applicant's documents and/or learning achievements by the academic staff who have the appropriate expertise in the area, consulting with other service departments as necessary. As a result of the assessment, the Program Academic Administrator will determine the appropriate entry level and prescribe a modified educational

plan identifying the courses required to complete the program. This modified educational plan will be forwarded to the Registrar's Office.

4. For bachelor degrees in applied studies:
  - 4.1 In all cases where transfer credit is being awarded a gap analyses will be conducted of the program content and outcomes of the studies for which the transfer credit is being awarded. All gap analyses will be retained by the department for review by the Postsecondary Education Quality Assessment Board.
  - 4.2 The limit on the number of credits that will be awarded for prior diploma level study toward the degree program (excluding any work experience or internship requirements) such that the advanced standing is not to exceed:
    - 65% degree level credit for a 4-year degree program from a completed 3-year diploma program; and
    - 40% degree level credit for a 4-year degree program from a completed 2-year diploma program.
  - 4.3 All exemptions granted will meet the degree level standard and will meet the program learning outcome standards of the degree program.
5. The applicant will be notified of the results of the assessment by the Registrar's Office.
6. In the case of advanced standing, a notation of direct entry to a particular level will be placed on the student's transcript (as soon as this capability has been programmed into the College's student information system). The courses required in levels of the program previous to the point of entry, will not be listed on the transcript. The official transcript(s) and/or PLAR assessments used to substantiate the advanced standing, will form part of the student's permanent record.

## **RELATED DIRECTIVES**

Admissions - E17

Prior Learning Assessment and Recognition - E35

Fees - B1

Changes to Original Registration - Course Drop/Add - E8

Registration - E12

Glossary of Terms

\_\_\_\_\_  
(original signed by)  
Vice President, Academic

\_\_\_\_\_  
(original signed by)  
Registrar