AA05     Advanced Standing

Classification: Academic Affairs
Responsible Authority: Dean, Academic Development
Executive Sponsor: Senior Vice President, Academic
Approval Authority: Algonquin College Executive Team
Date First Approved: 1995-07-19
Date Last Reviewed: 2016-04-13
Mandatory Review Date: 2021-04-13

PURPOSE
This policy sets out the process used by the College to give students recognition for previous postsecondary education and/or experiential learning.

SCOPE
Any full-time or part-time student with previous postsecondary and/or experiential learning.

DEFINITIONS

Word/Term                           Definition

Academic Administrator             Chair, Academic Manager, Course Chair, or Dean
Advanced Standing                  Credit given to a student on admission for all or most of the courses of a program level(s) on the basis of previous academic achievement at another postsecondary institution and/or experiential learning
Curriculum                         A statement of the intended aims and learning outcomes, content, length and organization of the program, and the expected methods of learning, teaching, and evaluation
OCAS                               Ontario College Application System

POLICY
The College believes that previous education and/or experiential learning can provide an equivalency to one or more courses or levels of the program curriculum.

1.    Diplomas and Certificates

1.1. Advanced standing will be granted, upon admission, to a student who provides official transcripts and related program/course documentation, and/or demonstrates prior learning achievements which are equivalent to the learning outcomes in one or more levels of a prescribed curriculum.
1.2. A review of past transcripts and program/course information, and/or an evaluation of prior learning will be required.

1.3. On the basis of the review/evaluation, a modified program of study 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.

2. Bachelor’s Degrees

2.1. In cases where advanced standing is requested in a bachelor’s degree, a detailed gap analysis must be conducted of the program content and learning outcomes for which the transfer credit is being awarded. Where a degree pathway has been approved with a pre-established gap analysis associated with a Ministerial degree consent, this gap analysis will stand.

2.2 All exemptions granted will meet the degree level standards and the program learning outcomes of the degree program.

2.3 Where a student is granted advanced standing, a notation of “Advanced Standing” to a particular level will be placed on the students’ Algonquin College Student Information System (ACSIS) Program Summary.

### PROCEDURE

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Advanced Standing Request</strong></td>
<td></td>
</tr>
<tr>
<td>1.1 Request formal review of previous learning when applying for admission to a program through OCAS or the Registrar’s Office.</td>
<td>Student</td>
</tr>
<tr>
<td>1.2 Submit official transcripts and other relevant documents including course outlines with the request.</td>
<td>Student</td>
</tr>
<tr>
<td>1.3 Pay assessment fee to the Registrar’s Office.</td>
<td>Student</td>
</tr>
<tr>
<td>1.4 Refer student to the Prior Learning Assessment and Recognition (PLAR) Coordinator if the review requires an evaluation of prior learning from experiential learning.</td>
<td>Registrar’s Office</td>
</tr>
</tbody>
</table>

| **2. Review of Advanced Standing Request: Certificates and Diplomas** | |
| 2.1 Assess student's documents and/or learning achievements. | Academic Administrator and professors with appropriate expertise in subject area(s) |
| 2.2 Based on the assessment, determine the appropriate entry level of the student. | Academic Administrator and professors with appropriate expertise in |
2.3 Design a modified educational plan identifying the courses required to complete the program.

2.4 Forward the modified educational plan to the Registrar’s Office, with copies to the Program Coordinator, the department file and the student.

3. **Review of Advanced Standing Request: Bachelor’s Degrees**

3.1 Conduct a gap analysis of the program content and outcomes of the studies for which the transfer credit is being awarded unless a Ministry approved gap analysis is already on file.

3.2 Retain gap analysis for review by the Postsecondary Education Quality Assessment Board.

3.3 Design a modified educational plan identifying the courses required to complete the degree.

3.4 Forward the modified educational plan to the Registrar’s Office, with copies to the Program Coordinator and the department file.

3.5 Notify the student of the results of the assessment and share the modified educational plan, if indicated.

3.6 Note on the student’s transcript the advanced standing to a particular level, and include the official transcripts and/or PLAR assessments used to substantiate the advanced standing.

4. **Admission Review for Advanced Standing Request**

4.1 In the case of an unsatisfactory admission Advanced Standing decision, appeal the decision within five (5) working days to the Associate Registrar, Client Service, Registrar’s Office.

4.2 Acknowledge the request for appeal within two (2) working days.

4.3 Convene a meeting of the Admissions Review Panel (Appendix 2).

4.4 Communicate the final decision, in writing, to the applicant within 10 working days of the receipt of the appeal.
SUPPORTING DOCUMENTATION
Appendix 1: Application for Advanced Standing Forms
Appendix 2: Admission Review Panel

RELATED POLICIES
AA04  Admissions
AA06  Prior Learning Assessment and Recognition
AD04  Fees
AA12  Changes to Original Registration - Course Drop/Add
AA11  Registration
AA09  Transfer of Academic Credit (Internal)
AA10  Transfer of Academic Credit (External)

RELATED MATERIALS
None
APPLICATION FOR ADVANCED STANDING FORMS

Forms required to request advanced standing are found at:
http://www.algonquincollege.com/RegistrarsOffice/forms/forms.htm

At least one of the following forms needs to be completed to receive advanced standing:

1. Application for Advanced Standing Based on External Transfer Credits
2. Application for Advanced Standing Based on Internal Transfer Credits
AA05: APPENDIX 2

ADMISSIONS REVIEW PANEL

1. Mandate:

The Admissions Review Panel will review the content of the student record along with the written request for review and any other pertinent information.

2. Membership:

The Admissions Review Panel will consist of:

- Associate Registrar, Client Service
- Manager, Admissions, Registration and Records
- Academic Administrator
- Registrar, as required
- Ombudsperson, as required

3. Decision:

The Associate Registrar, Client Service will communicate the final decision, in writing, to the applicant within ten (10) working days of the receipt of the appeal.