

## AA05 **Advanced Standing**

Classification:	Academic Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1995-07-19
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Mandatory Review Date:	2027-06-08

### PURPOSE

To provide a framework by which applicants with previous post-secondary and/or experiential learning shall be considered for admissions to a higher level.

### SCOPE

Any learner with prior post-secondary and/or experiential learning, the combination of which allows for the reduction of courses needing to be completed upon admission to a program.

### DEFINITIONS

Word/Term	Definition
Academic Administrator	Chair, Academic Manager, Course Chair, or Dean
Advanced Standing	Credit given to a learner 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
PLAR	Prior Learning Assessment and Recognition is a process of evaluating the college level learning, knowledge and skills of adults acquired through life experience such as self-directed study, paid employment, voluntary work, professional development, travel and other learning experiences.

### POLICY

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

#### 1. **Diplomas and Certificates**

- 1.1. Advanced standing will be granted, upon admission, to a learner who provides official transcripts and related program/course documentation (Official course outlines or course syllabus 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 may be required and may be reviewed by the Academic department.
- 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.
- 1.4. Where learners have prior learning outside of post-secondary studies, they can access credit through the Prior Learning Assessment and Recognition (PLAR) process as outlined in Policy AA06.
- 1.5. Where an internal or external pathway has been identified through an articulation agreement, the pre-defined transfer credit will apply as per policy AA45.
- 1.6. All past credit will be reviewed in accordance with policy AA09 Transfer of Academic Credit - Internal or AA10 Transfer of Academic Credit- External. Applicants should review these policies for clarification on how credit is assessed.

## 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 transfers of academic credit granted will meet the degree level standards and the program learning outcomes of the degree program.
- 2.3. Where a learner is granted advanced standing, a notation of "Advanced Standing" to a particular level will be updated in the learner's record.
- 2.4. Where learners have prior learning outside of post-secondary studies, they can access credit through the Prior Learning Assessment and Recognition (PLAR) process as outlined in Policy AA06.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
<b>1. Advanced Standing Request</b>	
1.1 Apply for admission to an advanced level through OCAS or the International Portal. Applications should be submitted one month prior to the start of term to ensure adequate time for evaluation. Application deadlines for specific programs may be earlier.	Applicant

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| 1.2  | Review the program of study and complete the application for advanced standing web-based form. This form will be used to assess the transfer of credit (exemptions). Submit official transcripts and other relevant documents including course outlines. | Applicant   |
| 1.3  | Pay assessment fee to the Registrar's Office if applicable.  | Applicant   |
| <b>2. Review of Advanced Standing Request: Certificates and Diplomas</b> |  |   |
| 2.1  | Assess learner'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 learner.   | Academic Administrator and professors with appropriate expertise in subject area(s) |
| 2.3  | Design a modified educational plan identifying the courses required to complete the program.   | Academic Administrator and professors with appropriate expertise in subject area(s) |
| 2.4  | Forward the modified educational plan to the Registrar's Office, with copies to the Program Coordinator, the department file and the learner.  | Academic Administrator  |
| 2.5  | Identify the program pathway on the Ontario College Application Service  | Registrar's Office  |
| 2.6  | Applicants apply to the program pathways, and may qualify for admission into a higher level based on completion of specific credentials.   | Applicant   |
| 2.7  | Notify learner of final admission decision and processes the transfer of academic credit (exemptions).   | Registrar's Office  |
| <b>3. Review of Advanced Standing Request: Bachelor's Degrees</b>        |  |   |
| 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.   | Academic Administrator and professors with appropriate expertise in subject area(s) |
| 3.2  | Retain gap analysis for review by the Postsecondary Education Quality Assessment Board.  | Academic Administrator  |
| 3.3  | Design a modified educational plan identifying the courses required to complete the degree.  | Academic Administrator, professors  |

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| 3.4       | Forward the modified educational plan to the Registrar's Office, with copies to the Program Coordinator and the department file.  | Academic Administrator                                   |
| 3.5       | Identify the program pathway on the Ontario College Application Service   | Registrar's Office                                       |
| 3.6       | Applicants apply to the program pathways, and may qualify for admission into a higher level based on completion of specific credentials.  | Applicant  |
| 3.7       | Notify learner of final admission decision and processes the transfer of academic credit (exemptions).  | Registrar's Office                                       |
| 3.8       | Notify the learner of the results of the assessment and share the modified educational plan, if indicated.  | Registrar's Office                                       |
| 3.9       | Note on the learner's transcript the advanced standing to a particular level, and include the official transcripts and/or PLAR assessments used to substantiate the advanced standing.  | Registrar's Office                                       |
| <b>4.</b> | <b>Admission Review for Advanced Standing Request</b> (Refer to <a href="#">AA04 Admissions Appendix 1</a> ).   |  |
| 4.1       | In the case of an unsatisfactory admission Advanced Standing decision, appeal the decision within five (5) working days to the Associate Registrar, Enrolment Management Services, Registrar's Office.  | Applicant  |
| 4.2       | Acknowledge the request for appeal within two (2) working days.   | Associate Registrar,<br>Enrolment Management<br>Services |
| 4.3       | Convene a meeting of the Admissions Review Panel  | Associate Registrar,<br>Enrolment Management<br>Services |
| 4.4       | Communicate the final decision, in writing, to the applicant within ten (10) working days of the receipt of the appeal.   | Associate Registrar,<br>Enrolment Management<br>Services |
| <b>5.</b> | <b>Pathways</b>   |  |
| 5.1       | If there is a pre-established articulation pathway available on OCAS, applicants are able to directly apply to the higher level. Applicants may be required to submit additional documentation for the pathway. Transfer credit may be required based on specific articulation pathway. | Applicant  |

## **SUPPORTING DOCUMENTATION**

Appendix 1: Application for Advanced Standing Forms

Appendix 2: Admission Review Process

## **RELATED POLICIES**

AA04 Admissions (including reference to Admissions Review Panel – Appendix 1)

AA06 Prior Learning Assessment and Recognition

AA09 Transfer of Academic Credit (Internal)

AA10 Transfer of Academic Credit (External)

AA11 Registration

AA12 Changes to Original Registration - Course Drop/Add

AA45 Articulation Agreements

AD04 Fees

## **RELATED MATERIALS**

None

## AA05: Appendix 1

### APPLICATION FOR ADVANCED STANDING FORMS

Forms required to request advanced standing are found at:

<https://www.algonquincollege.com/ro/advanced-standing/>

## AA05: APPENDIX 2

Please refer to [AA04 Admissions Appendix 1](#) for the Admission Review Process.