



Medicine Hat College Procedure Prior Learning Assessment and Recognition

Procedure #:	PR-AC-09-01
Procedure Authority:	Registrar
Executive Sponsor:	Vice-President, Academic
Approved by:	President
Effective Date:	February 28, 2019

1. PURPOSE

The purpose of this procedure is to facilitate the Prior Learning Assessment and Recognition (PLAR) process ensuring adherence to Prior Learning and Assessment Recognition principles.

2. SUPPORTING

- AC-09 Prior Learning Assessment and Recognition (the **Policy**)

3. DEFINITIONS

All terms used throughout these procedures shall have the meaning ascribed to as such under the Policy.

4. PROCEDURE

Step	Action	Responsibility
1.	Meet with Articulation and PLAR Coordinator to discuss expectations and requirements.	Student
2.	Contact relevant Program Coordinator to identify the appropriate PLAR Assessor.	Articulation and PLAR Coordinator
3.	Contact the identified PLAR Assessor to determine the appropriateness of PLAR.	Articulation and PLAR Coordinator
4.	As appropriate, coordinate meeting between PLAR Assessor and student to determine next steps.	Articulation and PLAR Coordinator
5.	Meet with the PLAR Assessor to discuss assessment options.	Student

Step	Action	Responsibility
6.	Complete PLAR application including assessment information.	Student and PLAR Assessor
7.	Obtain Dean approval and forward form to Articulation and PLAR Coordinator.	PLAR Assessor
8.	Facilitate registration into the PLAR section of the course and notify student and PLAR Assessor when complete.	Articulation and PLAR Coordinator
9.	Pay fees by payment deadline.	Student
10.	Begin assessment preparation as discussed with the PLAR Assessor.	Student
11.	Carry out the assessment and assign a grade.	PLAR Assessor
12.	Submit grade via staff portal.	PLAR Assessor

5. ADDITIONAL INFORMATION

Attachment A: Prior Learning Assessment and Recognition Application form

ORIGINAL COPY SIGNED

Terry Chapman
Interim Vice-President, Academic

Date: February 28, 2019

DOCUMENT HISTORY

February 2019 Procedure approved