

# **RECOGNITION OF PRIOR COURSEWORK AND LEARNING**



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Recognition for previous learning is given through transfer credit and prior learning assessment and recognition (PLAR). Transfer credit recognizes learning obtained through formal coursework and enables transfer of course credit into your current program at Medicine Hat College. PLAR recognizes learning acquired through non-credit coursework, workshops, and work or other experiences. In order to be considered for transfer credit or PLAR, you need to be admitted to the College.

## Obtaining Transfer Credit

Transfer credit may be granted for courses completed at accredited universities, colleges, and technical institutes. Credit may also be assessed for advanced placement or international baccalaureate courses.

You can apply for transfer credit by obtaining a Transfer Credit form from the Registrar's Office or by downloading one from the Medicine Hat College website and submitting your request to the Registrar's Office in Student Development. Official transcripts must either be on file or accompany your request. Normally, you must have a C- or better in the courses that you wish to transfer to Medicine Hat College.

Assessment of transfer credit is completed on an individual basis and will depend on the accreditation of the sending institution and whether the course for which transfer is sought fits with your program requirements. For courses completed in Alberta, the Alberta Transfer Guide is the basis for assessment. Medicine Hat College also has arrangements with the University of Regina and the University of Saskatchewan and uses these arrangements to guide assessments of students presenting course work from Saskatchewan. Any transfer credits awarded are recorded on your Medicine Hat College transcript.

## Transfer Alberta

Students who are transferring to Medicine Hat College and students who wish to transfer to another institution should refer to the Alberta Transfer Guide. The Transfer Guide lists all the course and program transfer agreements in effect between post-secondary institutions in Alberta, Northwest Territories, and Nunavut. The Transfer Guide and other transfer information are available online at [www.transferalberta.ca](http://www.transferalberta.ca). or you can download the Transfer Alberta Mobile app for Android and Apple devices. You can also email them at [transferalberta@gov.ab.ca](mailto:transferalberta@gov.ab.ca) or call the info line at 780.422.9021 or toll free at 310.0000.

## Obtaining a Letter of Permission

If you intend to complete a course through another post-secondary institution while enrolled at Medicine Hat College that you intend to use for credit towards your program, you will need to obtain approval from your Program Coordinator or Divisional Dean and the Registrar. A Letter of Permission form is available from Student Development and on the website. After you have completed the course, it is your responsibility to ensure that your transcripts are sent to Medicine Hat College and that you initiate the process for obtaining Transfer Credit through the Registrar's Office.

## Obtaining Prior Learning Assessment and Recognition (PLAR)

Prior Learning can be gained through experiences other than formal post-secondary courses such as through work, self-directed study, community work, non-credit courses, on-the-job training, corporate training programs, or other life experiences.

Prior Learning Assessment and Recognition determines what you have learned and whether that learning equals or exceeds the knowledge, skills, and competencies defined in the learning outcomes of courses at Medicine Hat College. Prior Learning may take the form of, but not be limited to, any of the following, as required:

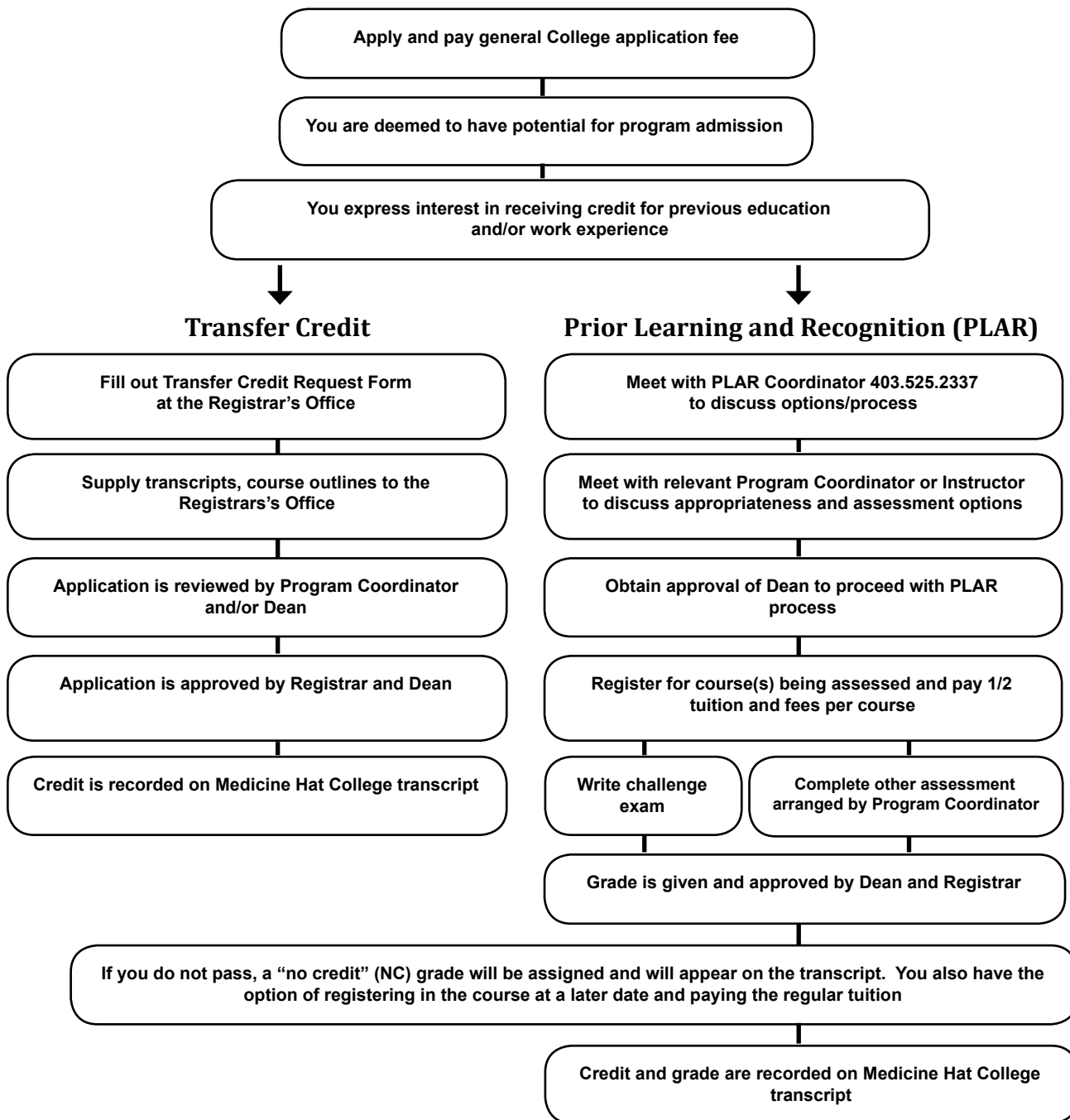
- **Evidence Files:** written summary of learning gained from informal and/or non-formal learning experiences.
- **Challenge exams:** Tests that may be used to assess theoretical or applied knowledge relevant to the Medicine Hat College curricula being reviewed for credit.
- **Performance Tests/Practical Demonstrations:** A demonstration of skills within a prescribed environment. For example, assessment done in a laboratory or practicum setting for the expressed purpose of assessing an individual's ability to meet learning outcome skills of a Medicine Hat College course or program.
- **Structured Oral Test or Interview:** Candidates respond to predetermined questions in order to directly assess specific knowledge or skills.
- **Essay or Project:** A written assignment completed according to criteria determined by the PLAR assessor.

## The Prior Learning Assessment and Recognition (PLAR) Process

- Check with the Registrar's Office 403.525.2337 to determine which option (transfer credit or PLAR) is best for you.
- If PLAR is the best option, you will be requested to forward an application form as well as required documentation. Form can be obtained from the Registrar's Office.
- Discuss the appropriateness of your request and assessment options with the Program Coordinator or relevant instructor.
- The Program Coordinator or instructor obtains the approval of the Divisional Dean, which is recorded on the PLAR application.
- Register in the course for which you are requesting PLAR and pay half the tuition for the course.
- Complete the assessment options that have been agreed upon with the Program Coordinator/instructor. Once you have completed the assessment process, a grade is assigned to you, with the approval of the Registrar. The grade is entered on your transcript. An unsuccessful attempt at PLAR earns a NC (No Credit) grade that is not counted in the grade point average. If you earn a NC, you have the option of registering in the course at a later date and paying the regular tuition.

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# Transferring to Other Institutions

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Medicine Hat College makes every effort to ensure your smooth transfer to Alberta universities. This is facilitated through the activities of the Alberta Council of Admissions and Transfer, which coordinates transfer between colleges and universities and publishes the Alberta Transfer Guide each year which is available on the web at [www.transferalberta.ca](http://www.transferalberta.ca). If you have questions about the transfer of courses, please consult an academic advisor on either the Medicine Hat or Brooks campuses. If you have questions about the suitability of courses for the program and the institution to which you are intending to transfer, you should contact an advisor at that institution to discuss your course selections. It is important to note that transfer of courses may be affected if you achieve less than the overall GPA or course grade required for transfer. Further, if you change majors or programs or institutions to which you intend transfer, these types of changes may affect the number of courses for which you receive transfer.

## **Grades Required for Transfer of Courses**

Receiving colleges and universities may accept transfer credit for only those courses in which you have achieved a C- or better. Please check with the specific institution on their transfer credit policy.

## **Admission as a Transfer Student to Other Institutions**

To be eligible for admission as a transfer student, you will need to complete a minimum number of university transfer courses. If you present the minimum number of university transfer courses, you will be admitted on your GPA from the transferable, post-secondary courses. As a Medicine Hat College student, you do not have a guaranteed place in quota programs or high demand programs at Alberta universities. Selection for quota and high demand programs is based on academic performance regardless of institutional origins. The most academically qualified students are selected for limited enrolment and high demand programs and therefore, the minimum GPA required for admission may not be sufficient for admission. For further information, please consult with a Medicine Hat College Academic Advisor and an Academic Advisor at the institution you wish to transfer to.

**NOTE:** It is the responsibility of each student to ensure that their courses meet any prerequisite, scheduling or other requirements for programs at Medicine Hat College. Information regarding transfer and transfer credit for enrolment at other institutions is subject to change without notification and is also the responsibility of the student. Please refer to the latest edition of the Alberta Transfer Guide for the most current information at [www.transferalberta.ca](http://www.transferalberta.ca).

## **After You Have Transferred**

Medicine Hat College is available to support your transfer even after you are no longer attending classes. Course outlines, transcripts and information (in support of transfer issues) are available in Student Development. Please consult the Articulation and PLAR Coordinator at 403.525.2337 for additional information.