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| Procedure Name: | PRIOR LEARNING ASSESSMENT |
| Approval Date: | April 15, 2016 |
| Procedure Holder: | Registrar's Office |
| Procedure Number: | E-2016-002P |



PRIOR LEARNING ASSESSMENT PROCEDURES (Policy: Prior Learning Assessment Section 5.00)

1.00 PROCEDURES

- 1.01 Student must already be accepted in a credit program at CMTN to be considered for Prior Learning Assessment in that program.
- 1.02 Student approaches a Program Coordinator or Academic Head to request an assessment.
- 1.03 Program Coordinator or Academic Head will have the Dean approve timetable (if applicable).
- 1.04 Program Coordinator/Academic Head notifies Office of the Registrar of the course(s) that are to be undertaken.
- 1.05 Office of the Registrar will timetable a PLA course into which the student will be registered.
- 1.06 Student will pay 50% of the tuition for the course.
- 1.07 Student must provide proof of payment for the PLA assessment to begin.
- 1.08 Faculty member will notify the Office of the Registrar of assessment outcome. If successful, results will be entered as PLA or a letter grade/percentage may be assigned if denoted on the course outline.
- 1.09 Unsuccessful completion of a PLA will result in the course being suppressed on the student record. There will be no refund of the fees paid for the assessment.
- 1.10 Although the College is guided by the guidelines for Prior Learning Assessment developed by Ministry of Advanced Education, it is discretion of the receiving institution to reward credit for Prior Learning Assessment.