

| Transfer of Credit and Prior Learning Assessment and Recognition Policy | | | |
|--|--------------------|-----------------------------------|------------------------------|
| Revision Number | 2 | Accountability | Chief Academic Officer (CAO) |
| Policy Number | 704 | Operational Responsibility | Program Directors |
| Date of Approval | December 16, 2024 | Last Reviewed | November 26, 2024 |
| Approval Authority | Board of Directors | Next Review | December 2026 |

Objectives

LaSalle College Vancouver recognizes academic completion, credit transfers from other institutions, and prior learning and work experience, while maintaining the College's academic standards, values, and curriculum. The College has established clear guidelines for credit transfer and prior learning assessment, which are widely communicated to all prospective and current students. This enables them to make informed decisions regarding available alternative pathways, including transferable credits. The guidelines are regularly reviewed to ensure relevance, applicability, and alignment with updated qualifications, as well as students' and industry needs.

Scope

This policy applies to Transfer of Credit (TOC) applications for all students and Prior Learning Assessment and Recognition (PLAR) requests for non-traditional learning recognition at LaSalle College Vancouver.

Policy Statement

LaSalle College Vancouver is dedicated to recognizing prior learning and academic achievements from other institutions, as well as through professional and experiential pathways. A comprehensive framework has been implemented for the evaluation and awarding of transfer credits and prior learning assessments, ensuring equitable opportunities for students. This framework aligns with the College's academic standards, curriculum, and values, supporting seamless academic progression while safeguarding the integrity of the College's educational programs.

Definitions

Transfer of Credit (TOC): A formal process in which academic credits earned at a recognized institution, or through prior learning or professional experience, are evaluated and applied towards program requirements at LaSalle College Vancouver.

Course Descriptions: Official documentation from the originating institution that details the course content, objectives, and learning outcomes, used to assess equivalency with courses at LaSalle College Vancouver.

Transfer Credit: Credits granted for courses previously completed at another institution that are deemed equivalent to courses at LaSalle College Vancouver. Transfer credit is awarded only when a course or group of courses meets the criteria for equivalency.

Proficiency Credit: Credit awarded for prior learning gained outside of traditional academic settings, such as through examinations (AP, IB, CLEP), advanced standing, or by demonstrating mastery of course content through testing out or portfolio review.

Prior Learning Assessment and Recognition (PLAR): A process by which students can earn credit for learning acquired through work experience, self-directed study, volunteer work, travel, or other non-traditional learning experiences. To earn PLAR credit, students must provide evidence that their prior learning aligns with the learning outcomes of the course or program they are seeking credit for.

Exclusions

There are no exclusions to this policy.

Provisions

The Transfer of Credit provisions at the College are designed to support student mobility, ensure consistency in prior learning evaluations, and uphold academic integrity. These provisions include:

Transfer of Credit (TOC)

- Transcript and Course Descriptions: Official transcripts and course descriptions must be submitted before the first term starts. Late submissions may be considered at the Chief Academic Officer's discretion.
- Transfer Eligibility and Credit Conversion: Only college-level credits (100-level or higher) from accredited institutions are eligible for transfer. Credit/no credit courses convert to "C" (2.0) or "F."
- Grade Requirement and Residency: Only grades of "C" (2.0) or 68%+ are eligible for transfer. Remedial or developmental courses are not transferable. At least 50% of program credits must be completed at the College.
- For students applying for transfer credits to the Associate of Arts program, the transferred courses must be eligible for transfer at SFU, UBC, UNBC, or UVic, as verified by the BC Transfer Guide (<https://www.bctransferguide.ca>).

Proficiency Credit from External Sources

- Proficiency Credit Limits and Eligibility: No more than 25% of a program's credits can be earned through proficiency credit. Students scoring 3+ on the AP exam, 4+ on the IB exam, or 50+ on CLEP exams may qualify for credit. Official scores must be submitted by the add/drop deadline of the first term.
- Articulation Agreements and Testing Out: Proficiency credit may be granted for programs under formal articulation agreements with partner institutions. Students can request to "test out" of approved courses, with requests submitted to the Program Director before the course starts.
- Advanced Standing and Portfolio Review: Advanced standing may be awarded for relevant work or life experiences with proper documentation (e.g., portfolios or employment verification). Proficiency credit through portfolio review or work experience requires submission of relevant materials before the course begins.

Transfer of Credit After Matriculation

- Students enrolled full-time at the College must obtain prior approval from the Liberal Studies Director, Program Director, or Chief Academic Officer before taking a concurrent enrollment course at another institution. The course, taken at the student's expense, must be passed with a minimum grade of "C" (2.0) to qualify for transfer.
- A "K" grade will reflect on the student's record without affecting GPA or CGPA. Transfer credits must be completed before the final term, with official transcripts and documentation submitted to the Chief Academic Officer for verification. All eligibility criteria, including grade and course comparability, must be met.

Transfer Credit Upon Re-Entry to the Institution

- Requests for transfer of credit from recognized institutions of higher education for a course taken while a student was not in attendance, but after a student's initial matriculation at the College, may be made to the Chief Academic Officer. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

Prior Learning Assessment and Recognition (PLAR)

- Prior Learning Assessment and Recognition (PLAR) is a process that awards credit for learning gained in non-traditional environments. Students must demonstrate competencies acquired through professional or life experiences by submitting a portfolio for review by the relevant program department.

Change of Program

- Students seeking to change programs within LCV must obtain approval from the current Program Director. Only credits applicable to the new program will transfer and count toward graduation.

Supporting Procedures**1.Submission of TOC Application:**

- Applications for TOC should ideally be submitted within one week of acceptance into the program.
- Applications must be submitted no later than three weeks prior to the start of the program.
- Official transcripts must be received before the first day of classes for evaluation.

2.Course Descriptions:

- Students must submit official course descriptions from the institution where credits were earned (or from a college catalog) along with the transcript.
- Course descriptions must be submitted before the start of the program to ensure comparability with the program's coursework.

3.Documentation for PLAR:

- For PLAR evaluations, students must submit relevant documents such as journals, portfolios, work samples, and other supporting evidence of prior learning.

4.Review of Application:

- The Program Director or designated evaluator will review the submitted TOC and PLAR application.
- If needed, the student may be asked to provide additional information or participate in a challenge exam.

5.Decision on TOC/PLAR Credit:

- The Program Director will determine whether the TOC or PLAR request is valid and meets the eligibility criteria.
- The final decision on awarding TOC or PLAR credit will be made based on the evaluation of the documents, course comparability, and other factors.

6.Notification of Results:

- The Admissions Office will notify the student of the final decision regarding the TOC or PLAR credit, as informed by the Program Director or evaluator.

7.Registrar's Role:

- Once the evaluation results are finalized, the Registrar will record the results in the student's academic record.
- The Admissions Office will ensure the student is informed of the outcome.

8.Request for Challenge Exams (if applicable):

- If the Program Director determines that a challenge exam is necessary to validate prior learning, the student will be informed and given instructions to take the exam.

9.Official Transcript Submission:

- If TOC or PLAR credit is awarded, students must submit official transcripts from any secondary institution for verification.
- All supporting documentation must be submitted by the student to the Chief Academic Officer for final review.

10.Appeal Procedure:

If a student feels that they have not been treated fairly in the application of the TOC or PLAR policy, they may follow the appeal procedure:

Step 1: Meet with the Program Director to discuss and request a review of the decision.

Step 2: If still dissatisfied, the student may appeal to the Chief Academic Officer, who will make the final decision.

Further Information

Efforts should prioritize accepting transfer credits from BC Transfer System members. For institutions outside the system, consult the BC Transfer System Guide to confirm accreditation and compliance with non-member institutions.

If the request is deemed suitable for assessment, it must include the grading scale, program outlines with learning outcomes, and detailed course outlines covering descriptions, outcomes, textbooks, hours, credits, assessments, and weekly structure.

Subject matter experts will evaluate the materials for course articulation potential.

Please also refer to:

- Appendix I: Transfer of Credit Form
- Appendix II: Prior Learning Assessment and Recognition (PLAR) Application Form
- Appendix III: PLAR Assessment Form

Transfer of Credit Form



**LaSalle College
Vancouver**

Student and Program Information

| | | |
|----------------------|---------------------------|--------------|
| Name (Family, First) | Student ID Number | Today's Date |
| Program | Starting Quarter | |
| Admissions Advisor | Student Financial Planner | |

Transfer of Credits

| | | | |
|---------------------------------|--|---|--|
| School/Institution Completed at | <input type="checkbox"/> Official Pathway Transfer Agreement | <input type="checkbox"/> Official Transcript Received | <input type="checkbox"/> Course Description Received OR articulated on BC Transfer Guide |
|---------------------------------|--|---|--|

| COURSE CODES AND TITLE | FINAL GRADE | CREDITS | LCV COURSE CODE AND TITLE | CREDITS |
|---------------------------------|-------------|---------|---------------------------|---------|
| | | | | |
| | | | | |
| | | | | |
| TOTAL TRANSFER CREDITS AWARDED: | | | | 0 |

Comments

| |
|--|
| |
|--|

Updated Program Flow

| TERM | COURSE CODES OR NUMBER OF COURSES PER QUARTER | CREDITS | EXPECTED GRADUATION DATE |
|------|---|---------|--------------------------|
| | | | |
| | | | |

Approval/Clearance

| | | | |
|----------------------------|------|-----------------------------|------|
| Program Director Signature | Date | Academic Director Signature | Date |
|----------------------------|------|-----------------------------|------|

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| | | | |
|--|---|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Transcript and Grid Progression Updated | <input type="checkbox"/> Grad Quarter with Full Course Load | <input type="checkbox"/> Processed by | <input type="checkbox"/> Date |
|--|---|---------------------------------------|-------------------------------|

Transfer of Credit (TOC) Guidelines

1. Required educational documentation for a TOC assessment

- A student requesting a TOC assessment **MUST** submit the following educational documentation **BEFORE** the commencement of studies:
- An official transcript from the institution where the course(s) were completed.
- Official course descriptions for all the course(s) that must be assessed.
- Where course descriptions are limited, official course outlines may be required for the assessment.
- Translated and certified documentation, if necessary. If the student's educational documents are not in English, the documents will need to be translated into English and certified to assess the accuracy of the documents.

2. Criteria for a TOC

- A transfer of credit can **ONLY** be awarded if the course description is **EQUIVALENT** to the LCV course description.
- A transfer of credit can **ONLY** be awarded if the course has a minimum of a 3-credit rating or has a minimum of 44 (4 x 11 weeks) hours.
- A transfer of credit can **ONLY** be awarded if the student achieved a minimum final grade of 68% for the course in question.
- A transfer of credit can **ONLY** be awarded if the software/technical course(s) were completed within the past 5 years.
- A transfer of credit can **ONLY** be awarded if the Liberal Studies course(s) were completed within the past 10 years.

3. Additional Criteria for a TOC to AoA

- For students applying for transfer credit to the Associate of Arts program, all individual courses must be eligible to also receive either assigned or unassigned transfer credit at SFU or UBC (Vancouver or Okanagan Campus) or UNBC or UVic as verified via the BC Transfer Guide (<https://www.bctransferguide.ca>).

4. TOC not awarded

- If the course has not met the above-mentioned criteria for a transfer of credit, the TOC will **NOT** be awarded and will **NOT** be included on this form. If a TOC is not awarded for a course, a student will be required to complete the course at LaSalle College Vancouver.

Prior Learning Assessment and Recognition (PLAR) Application Form



Student Information

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Name (Family, First) | Student ID Number | Starting Quarter |
| <input type="text"/> | | |
| Program | | |

Course(s)

| | |
|----------------------|---------------------------|
| <input type="text"/> | <input type="text"/> |
| Course 1 | Submission for Evaluation |
| <input type="text"/> | <input type="text"/> |
| Course 2 | Submission for Evaluation |
| <input type="text"/> | <input type="text"/> |
| Course 3 | Submission for Evaluation |
| <input type="text"/> | <input type="text"/> |
| Course 4 | Submission for Evaluation |
| <input type="text"/> | <input type="text"/> |
| Course 5 | Submission for Evaluation |

Student Acknowledgement

By checking the boxes and signing below, I acknowledge the following:

- ☐ **I understand that I must have been accepted to my program of choice prior to starting a PLAR application.** I acknowledge that I have been accepted into my program of choice.
- ☐ **I understand that all PLAR application must be submitted prior to my FIRST quarter of attendance at LaSalle College Vancouver.** I acknowledge that I have submitted all potential PLAR application forms for the courses I wish to have assessed before starting my studies – and that no further PLAR assessments will be evaluated once I start.
- ☐ **I understand PLAR credit is based on demonstration of competencies, not experience alone.** I acknowledge that my submitted work has been completed by myself and will be evaluated against the course outcomes. Should it be evident that the work has not been completed by me, an academic dishonesty report will be filed against my academic record, as per the Academic Calendar.
- ☐ **I have paid the PLAR course assessment fee.** \$150 for each course assessment. (\$400 for culinary).
- ☐ **I understand that the PLAR course assessment fee will be applied to each relevant course and is non-refundable.** I acknowledge that should my application be unsuccessful that my application fee will not be refunded.
- ☐ **I understand that the decision made by the faculty regarding the PLAR course assessment is final.** I acknowledge that once a final decision is made, no further correspondence will be entered into. There is no appeal process.
- ☐ **I have read and understood the procedures and policies summarized in this document.** I have also read and understood the Academic Policies and Procedures, and the Prior Learning Assessment and Recognition requirements, as printed in the Academic Calendar.

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Student Signature | Date |

Approval/Clearance

| | |
|---------------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Admissions Representative | Date |

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|----------------------|---------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Amount Paid: | Student Finance Signature | Date |

Last Revised: 2022-08-11

PLAR Guidelines

Prior Learning Assessment and Recognition (PLAR) is a process whereby students receive credit for learning that occurred in a non-standard or non-traditional environment. This is different from transfer credit. This document provides guidelines for the submission of evidence of prior learning experiences. It is the responsibility of those seeking credit to follow these guidelines in order for evaluation to occur.

Prospective students seeking credit for non-traditional learning must demonstrate mastery of competencies acquired through their professional work or other learning experiences. These competencies will be demonstrated through submission of a portfolio to LaSalle College Vancouver and will be reviewed by the respective department.

PLAR Instructions

To apply for PLAR, the applicant must:

1. Complete the PLAR Application form and indicate **EACH COURSE** that should be assessed.
2. Must demonstrate the competencies of the courses for which they are applying. Credit is not granted based on experience alone. If the applicant cannot provide examples demonstrating the competency, an exam may be arranged, or the applicant may be required to complete an equivalent project.
3. Pay the non-refundable PLAR course assessment fee (\$150 per course. \$400 for kitchen skills demonstration). A cheque or money order will be accepted. For credit card payment, applicants must contact our accounting department.
4. Submit the following where applicable:
5. A current résumé.
 - a. Copies of certificates or recognition for the completion of course work (e.g. Photoshop workshop).
 - b. Copies of awards received for work.
 - c. Letter(s) of recommendation.
 - d. Appropriate portfolio/work examples for each course challenge.
 - e. Please include a description for all submitted work, for example:
 - Printed samples with a description of the project
 - Digital files that include a document with a description of the project
 - Links to online project and accompanying description

PLAR Assessment Form

Student and Assessment Information

| | | |
|-----------------------|----------------------------------|-------------|
| Name (Family, First) | Student ID Number | Review Date |
| Program | Starting Quarter | |
| Financial Aid Officer | Assistant Director of Admissions | |

Type of PLAR Assessment for Credits

Review of course objectives of Exam / Project / Portfolio review /
Non-traditional prior learning assessment etc.

Method of evaluation

☐

Material for evaluation received

☐

Material is eligible for PLAR
assessment

| PLAR Assessment Submission | Final % Score | Awarded Yes only | LCV Course Code and Title | Credits Awarded |
|-------------------------------|---------------|------------------|---------------------------|-----------------|
| | - | - | | |
| | - | - | | |
| | - | - | | |
| | - | - | | |
| | - | - | | |
| - Total PLAR Credits Awarded: | | | | 0 |

PLAR Assessment Rubric

| | |
|---|---------|
| Course evaluation 1: Course outcomes: (Retrieved from appropriate LCV course outline) | % Score |
| CO1: Course outcome 1 | |
| CO2: Course outcome 2 | |
| CO3: Course outcome 3 | |
| CO4: Course outcome 4 | |
| CO5: Course outcome 5 | |
| Course evaluation 1: Overall Average (% out of 100 for combination of competencies) | |
| Course evaluation 2: Course outcomes: (Retrieved from appropriate LCV course outline) | % Score |
| CO1: Course outcome 1 | |
| CO2: Course outcome 2 | |
| CO3: Course outcome 3 | |
| CO4: Course outcome 4 | |
| CO5: Course outcome 5 | |
| Course evaluation 2: Overall Average (% out of 100 for combination of competencies) | |
| Course evaluation X: Add as necessary | |

Comments

Course evaluation 1 – Final overall average (% out of 100) =
 Course evaluation 2 – Final overall average (% out of 100) =
 Course evaluation X – Final overall average (% out of 100) =

Approval/Clearance

| | | | |
|----------------------------|------|----------------------------------|------|
| Faculty Reviewer Signature | Date | Chief Academic Officer Signature | Date |
| Program Director Signature | Date | | |

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|--|------------------------------------|--------------|------|
| <input type="checkbox"/> Transcript and Grid Progression Updated | Grad Quarter with Full Course Load | Processed by | Date |
|--|------------------------------------|--------------|------|

General PLAR Guidelines

1. Required documentation for a PLAR assessment

A student requesting a PLAR assessment **MUST** complete the Prior Learning Assessment and Recognition Application Form confirming the following:

- The student **MUST** be accepted into their program of choice prior to starting a PLAR
- The student **MUST** acknowledge that the material submitted by them for assessment has been completed by them and no one else
- If the student submits any work that has been completed by another person, the application will be rejected and an academic dishonesty report will be filed against the student.
- The PLAR application form **MUST** be submitted **BEFORE** the student's first quarter of attendance at LaSalle College Vancouver
- The student **MUST** acknowledge that PLAR is based on demonstration of competencies **NOT** experience.
- The student **MUST** have paid the PLAR course assessment fee for each of the course that will be assessed.
- The student **MUST** acknowledge that PLAR course assessment fee is not non-refundable, even if the student is unsuccessful in receiving the PLAR credit
- The student **MUST** acknowledge that the outcome of the PLAR course assessment is final. Once a final decision has been made, no further correspondence will be entered into
- A student **MUST** acknowledge that they have read and understood the Academic Policies and Procedures, and the Prior Learning Assessment and Recognition requirements, as printed in the Academic Calendar
- If the student's educational documents are not in English, the documents **MUST** be translated into English and certified to assess the accuracy of the documents

2. Criteria for a PLAR credit to be awarded

- A PLAR credit can **ONLY** be awarded if the material submitted for evaluation is **EQUIVALENT** to the LCV course outcomes
- A PLAR credit can **ONLY** be awarded if the student achieved a minimum final mark of 78% (A "B" as per the LCV grading system) for the course in question
- A PLAR credit can **ONLY** be awarded for a 3-credit rated course
- A PLAR credit can **ONLY** be awarded if the material for software course(s) were completed within the last 5 years

3. PLAR credit not awarded

- If the course has not met the above-mentioned criteria for a PLAR credit, the PLAR credit will **NOT** be awarded and will **NOT** be included in the "credit awarded" section of this assessment. If a PLAR credit is not awarded for a course, a student will be required to complete the course at LaSalle College Vancouver.

PLAR Grading Process

1. All PLAR applications are assessed against clear criteria.
2. All PLAR material received for evaluation is evaluated against all the course outcomes on the LCV course outlines.
3. All PLAR applications are assessed by appointed faculty within the relevant department.
4. To determine the student's final PLAR grade, the appointed faculty uses the following process:
 - The PLAR material is **ONLY** marked by the appointed faculty member by using the LCV Academic grading system in conjunction with the PLAR grading system. (For more information on these two systems see LCV Academic grading system & PLAR grading system).
 - The PLAR material is evaluated against each course outcome listed on the applicable relevant LCV course outcome.
 - Once marking is complete, a final percentage is added to the PLAR Assessment Rubric on the PLAR assessment form for each course outcome based on the LCV Academic Grading System.
 - Once all the course outcomes have been given a final percentage, the overall average is calculated.
 - The overall average is calculated by adding all the student scores for each course outcome and then divided by the sum by the number of course outcomes.
5. Successful PLAR: The final overall average of a PLAR assessment must be an overall rating of "B" or higher which is equivalent to a minimum 78-81% out of a possible 100% as per the LCV grading system.

LCV Academic Grading System

The LCV Academic grading system is used by faculty to assess prior learning assessment and recognition.

| LCV Academic grading system | | | |
|-----------------------------|------|----------|---|
| Letter | GPA | % | Description |
| A | 4.00 | 88-100 % | A grade of "A" represents superior work that goes above and beyond the requirements of the course. "A" work shows creativity and insight |
| A- | 3.7 | 85-87 % | A grade of "A-" represents excellent work that exceeds one or more of the requirements of the course. "A-" work shows creativity and initiative |

Appendix III

| | | | |
|----|------|---------|--|
| B+ | 3.4 | 82-84 % | A grade of "B+" represents commendatory work with clear and consistent improvement over the duration of the course. "B+" work meets all course requirements. |
| B | 3.00 | 78-81 % | A grade of "B" represents good, solid work with clear improvement over the duration of the course. "B" work meets all course requirements. |
| B- | 2.7 | 75-77% | A grade of "B-" represents satisfactory work with some improvement over the duration of the course. "B-" work meets all course requirements. |
| C+ | 2.4 | 72-74 % | A grade of "C+" represents work that meets course requirements and demonstrates an average competency level for the course. |
| C | 2.00 | 68-71 % | A grade of "C" represents work that meets course requirements and demonstrates the minimum competency level for the course. |
| C- | 1.7 | 65-67 % | A grade of "C-" represents work that meets at least half of the course requirements, but demonstrates deficiencies. |
| D+ | 1.4 | 62-64% | A grade of "D+" represents work that meets up to half of the course requirements, but demonstrates significant deficiencies. |
| D | 1.00 | 55-61% | A grade of "D" represents work that meets one or more of the course requirements, but demonstrates significant deficiencies. |
| F | 0.00 | 0-54% | A grade of "F" represents general failure to meet the requirements of the course. |