



Medicine Hat College Procedure Prior Learning Assessment and Recognition

Procedure #:	PR-AC-09-01
Procedure Authority:	Dean of Student Services and Registrar
Executive Sponsor:	Vice-President, Academic and Provost
Approved by:	President and CEO
Effective Date:	June 30, 2023

1. PURPOSE

This procedure facilitates the Prior Learning Assessment and Recognition (PLAR) process ensuring adherence to PLAR 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.	Contact/meet with Admission, Transfer, and Transcript Coordinator to discuss expectations and requirements.	Student
2.	Contact relevant Program Coordinator to identify the appropriate PLAR Assessor.	Admission, Transfer, and Transcript Coordinator
3.	Contact the identified PLAR Assessor to determine the appropriateness of PLAR.	Admission, Transfer, and Transcript Coordinator and PLAR Assessor
4.	As appropriate, coordinate meeting (in-person or virtual) between PLAR Assessor and student to determine next steps.	Student and PLAR Assessor
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 Admission, Transfer, and Transcript Coordinator.	PLAR Assessor
8.	Facilitate registration into the PLAR section of the course and notify student and PLAR Assessor when complete.	Admission, Transfer, and Transcript Coordinator
9.	Pay fees by payment deadline.	Student
10.	Begin assessment preparation as discussed with the PLAR Assessor.	Student
11.	Complete and submit assessments as required.	Student
12.	Mark assessments and enter grade into student information system (PL/NC).	PLAR Assessor

5. ADDITIONAL INFORMATION

Attachment A: Prior Learning Assessment and Recognition Application Form

ORIGINAL COPY SIGNED

Nancy Brown
Vice-President, Academic and Provost

Date: June 14, 2023

DOCUMENT HISTORY

February 2019 Procedure approved
June 2023 Revised Procedure approved