

<b>Approval Authority:</b>	Education Council	<b>Last Approved:</b>	November 28, 2000
<b>Administrative Responsibility:</b>	Office of the Registrar	<b>Next Review:</b>	May 2027

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## **PURPOSE**

The purpose of this policy on Prior Learning Assessment and Recognition (PLAR) and Directed Study (DS) is to allow equitable access to education and training opportunities that contribute to lifelong learning. NVIT offers a variety of learning opportunities and recognizes that adult learners acquire knowledge and skills through non-traditional methods. This policy identifies transparent criteria for applying and completing course credits through PLAR and DS.

## **SCOPE**

This policy applies to all learners applying and enrolled at NVIT in a PLAR or DS course(s). Prior Learning incorporates the assessment and recognition of prior learning developed through work experience, volunteer activities, Community engagement, and experiential learning. Directed Study courses are self-paced with an individual instructor.

## **OVERVIEW**

Through PLAR, NVIT will grant credits towards a credential through informal learning that fulfills program requirements. Learners can reflect on past experiences making it possible to assess prior knowledge and skills to receive credit for professional development. There are several methods of documenting and demonstrating prior learning.

Directed Study involves the completion of any regular course, as per the approved course outline, through independent/directed study under the supervision of a faculty member.

## **POLICY & PROCEDURES**

### **Prior Learning Assessment and Recognition**

NVIT's PLAR policy is consistent with the Provincially formulated guidelines. To earn credit through PLAR toward a course or program offered by a Post-Secondary institution, the learner must demonstrate, by some valid means, that the learning is equivalent to that which normally would be acquired through conventional study at the Post-Secondary level.

PLAR courses will:

1. Occur within the broader context of education, career, or life planning.
2. Will be offered only in the language of instruction of the program. (English, except for assessments involving competency in an Indigenous language.)

3. May involve external representatives from groups such as business, industry, licensing and accrediting bodies, and professional associations (as appropriate)
4. Be regularly monitored, reviewed, evaluated, and revised as needed.

### **Directed Study**

Courses will not be available by Directed Studies when sections are currently scheduled onsite. Requests for Directed Study will only be approved in extenuating circumstances which must be outlined by the student to the Dean.

### **PROCEDURE**

For PLAR and/or DS approval to be given, the student must be currently enrolled or accepted in a program as an NVIT student. The student must consult with the Registrar's Office and Program Department Chair to determine if a PLAR and/or DS is the best alternative.

PLAR and DS are governed by the following procedures and guidelines:

1. Deans and Department Chairs/Coordinators are responsible for identifying courses and program components which can be obtained through the PLAR and DS process.
2. Credit granted through PLAR and DS is resident credit since NVIT faculty have evaluated the learning based on NVIT education standards.
3. When credit is granted based on the assessment of PLAR and DS, a grade will be assigned. The faculty member conducting the assessment will utilize the regular standard for assigning grades in the course or program.
4. Learners who wish to appeal an assessment or grade decision shall have access to the regular appeal process of the institution.
5. NVIT will provide adequate support services for those learners accessing PLAR and DS including accommodation and accessibility support and tutoring services.
6. Students must fill out the *Application for Prior Learning Assessment and Recognition (PLAR)* or *Application for Directed Study* form available through the Registrar's Office. The form must be completed including obtaining permission and signatures from the faculty member (must be full-time, continuing), Department Chair/Coordinator, and Dean, and include a start and end date for the course(s) (maximum of 20 weeks).
7. Once approved, the completed form must be forwarded to the Registrar's Office for the student to be registered. Students are responsible for ensuring all course prerequisites are met before submitting a PLAR and DS application.
8. Tuition is assessed as per the current NVIT fee policy and is required at the time of registration. All other costs associated with PLARs or DS courses are at the expense of the student (long-distance phone calls, travel, postage, etc).
9. Unsuccessful grades may affect eligibility for future PLAR and/or DS courses.

### **LIMITATIONS**

- As per *A.3.9 Credentials Policy and Procedures*, credentials will not be awarded using courses taken solely through PLAR and/or DS, unless permission is granted in writing to the Registrar's Office by both the Vice President, Academics and Vice President, Students at the beginning of the program.

## **RELATED POLICIES**

- A.3.9 Credentials Policy and Procedures
- C.1.1 Academic Appeals
- C.1.2 Accommodation and Accessibility
- C.3.3 General Admission Requirements
- C.3.9 Residency Requirement
- C.3.17 Fees and Charges for Instruction

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