

Prior Learning Assessment Policy

Effective Date: July 2, 2009

1.1. Policy Statements:

- 1.1.1. It is the policy of Ashton College to grant credit for a course on the basis of prior learning acquired through formal studies or professional, work or life experience.
- 1.1.2. Ashton College believes that Prior Learning Assessment (PLA) is a service that benefits both the College and the student. This policy is a commitment by Ashton College to the success of the PLA.
- 1.1.3. Ashton College uses challenge examinations set by competent Faculty to determine competence levels.

1.2. Procedures:

- 1.2.1. Any person, who wishes to investigate the possibility to have prior learning recognized by the College, should apply to the Office of the Registrar to challenge an examination.
- 1.2.2. Upon receiving such an application, together with supporting documentation, the Registrar will submit the application to the Academic Director for approval.
- 1.2.3. Upon receipt of such approval, the Registrar shall arrange for the writing of the challenge examination.
- 1.2.4. The passing of a challenge exam with a minimum grade of 65% will be reflected on a transcript as “CR (PLA)”.
- 1.2.5. The cost of the challenge examination equals the cost of the course tuition.

1.3. Restrictions on Challenge Exams:

- 1.3.1. The non-refundable administrative fee must be paid prior to the writing of the examination.
- 1.3.2. A student may challenge an exam only once, and not for a course that has been failed or previously registered in at Ashton College.
- 1.3.3. A student must be registered as an Ashton College student to apply for a PLA challenge examination.

1.4. Academic Residency Requirement:

- 1.4.1. In order to satisfy academic residency requirements for an Ashton College credential, a student must satisfactorily complete a minimum of 25% of the total required program of study at Ashton College.

1.5. Relevant Form:

- 1.5.1. Prior Learning Assessment Application (AC 133)