



RECOGNITION OF LEARNING: Prior Learning and Assessment Recognition (PLAR), Transfer Credit, and Letters of Permission: Undergraduate			
Policy Type	Academic	Initially Approved	October 2023
Policy Sponsor	Vice President, Academic Affairs	Last Revised	
Administrative Responsibility	Executive Director, Enrolment Management and Registrar	Review Scheduled	2028
Approver	General Faculties Council		

Purpose

This policy identifies mechanisms by which academic recognition is done for Ambrose Undergraduate Programs including the identification, assessment, and recognition of skills, competencies, and knowledge, that a student has acquired in contexts outside the Ambrose program to which they have applied to or are currently enrolled in.

Scope

This policy distinguishes between two kinds of prior learning:

- Formal: Acquired at other accredited and unaccredited post-secondary institutions for credit and non-credit courses.
- Informal: Experiential learning acquired through life and work experience.

This policy applies to all undergraduate programs at Ambrose University (Ambrose).

Process for the Assessment of Prior Learning

Formal Prior Learning is assessed through the process of Transfer Credit for individual courses, institutional agreements that recognize transfers of a block of courses, and Letters of Permission. At the present time, Ambrose does not have the capacity to recognize Informal Prior Learning. The application for recognition of prior learning is made to the Office of the Registrar, who will bring a recommendation to the appropriate Academic Affairs committee. There is a fee for this assessment.

Recognition of Prior Learning

Transfer Credit

A new student may apply for transfer credit for previous undergraduate-level studies at recognized accredited institutions. The Office of the Registrar, in consultation with the relevant faculty as needed, will evaluate the application for transfer credit and official transcripts upon a student’s admission to a program. The student is responsible to provide Ambrose with an official English translation of a transcript and course syllabus.

To be considered for transfer, a course must be equivalent or near to the equivalent of a degree requirement or fit within the maximum number of elective credits allowed in a degree. The earned grade in the transferring course must meet the minimum grade requirements of the degree. While there is no limitation to the age of courses accepted for transfer credit, older course content may be assessed to be out of date, rendering certain courses inadmissible for transfer credit.

Ambrose has formal agreements for transfer with other institutions in Alberta, which may be found on the Alberta Council on Admissions and Transfer (ACAT) website: www.transferalberta.ca.

Transfer credit may be given for International Baccalaureate (IB), or Advanced Placement (AP) courses taken in high school. For IB, only higher-Level courses with a grade of 4, 5, 6, or 7 will qualify for evaluation. AP grades of 3, 4, or 5 will qualify for evaluation.

Transfer credit may be given for College Level Examination Program (CLEP) examinations, administered by The College Board in the USA.

Transfer credit will be considered for courses taken at an ABHE accredited institution for the Bachelor of Theology (B.Th.) degree and is subject to the conditions of transfer. Transfer credit for courses students have taken at an ABHE accredited institution will be considered on a case-by-case basis for Ambrose Arts and Science programs. The criteria provided in the Recognition of Prior Learning: Unaccredited Institutions policy (below) will be the basis for such transfer decisions. If Ambrose grants transfer credit from ABHE accredited institutions, other qualification certification boards may not recognize it.

Letters of Permission

A current degree-seeking student may apply for a Letter of Permission, which permits them to take a course at another accredited institution for transfer into an Ambrose degree program. Such permission is subject to approval by the Office of the Registrar. To be eligible for a Letter of Permission, a student must have earned at least 15 credits at Ambrose and maintain a minimum cumulative GPA of 2.00. Students under Academic Probation are not eligible for Letters of Permission.

In any given semester, a student may not enroll in more credits as a visiting student in other institutions than they do at Ambrose without special permission.

Conditions for Transfer Credit and Letters of Permission

Credit is given for formal prior learning at accredited institutions through transfer credit or letters of permission subject to the following limitations:

- A student must meet Ambrose's residency requirement to graduate from Ambrose: the completion of a minimum of 45 credits for all three-year degrees and 60 credits for all four-year degrees.
- Transfer credit, including Letters of Permission, may not exceed half of the disciplinary courses in any Arts and Science degree program.
- All transfer credit evaluations are program specific. A change of degree program may therefore result in changes to transfer credits awarded.
- An earned grade of not less than 'C' (according to the Ambrose grade scale) in the course being transferred is required for transfer eligibility.

- Experiential learning courses such as practicums, internship, and field placements may be considered as specialized or open electives only, but not as practicum or field placement credit.
- Transfer credits will not be awarded towards undergraduate diploma programs.
- Letters of Permission will not be granted during the final semester of study.
- Grades from transfer credits are not noted on transcripts and are not considered when calculating the student's semester or cumulative GPA.
- The Bachelor of Education (B.Ed.) degree does not allow for prior learning through credit transfer.

Recognition of Prior Learning: Unaccredited Institutions

Courses from unaccredited programs or non-credit courses will be considered for transfer on a course-by-course basis, based on course descriptions, learning outcomes, and other components of the course syllabus, as compared to the most recent offering of the equivalent Ambrose course. Typically, a qualifying course would require a Grade 12 entrance requirement, an instructor with a minimum of a Master's degree, at least 60% of the course content in common with Ambrose course content, equivalent reading requirements, and assessments which demonstrate mastery of the skills and content in the course.

The B.Th. degree may include up to 9 credit hours of prior learning. Arts and Science degrees may include up to 6 credit hours.

Recognition of Prior Learning: Life and Work Experience

At present, Ambrose does not have the capacity to recognize experiential learning acquired through life and work experience.