

## SUBJECT

## Advanced Standing Procedure

Learner Pathways Policy #A-29

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### PROCEDURES

A student may qualify for advanced standing through one of the following means:

- (1) Course already completed at Northern College
- (2) Transfer Credit
- (3) Challenge by Examination
- (4) Prior Learning Assessment and Recognition (PLAR)

**Note:** Students must complete a minimum of 25% of the program at Northern College.

#### 1. Course(s) Already Completed at Northern College

- (a) Students may not need to repeat courses successfully completed.  
(Refer to [Academic Procedure #A-29-PR-4 Interruption of Studies](#))
- (b) To have the credit recognized in the new program, the student meets with the Program Coordinator who will verify the course equivalency and complete a Record Amendment form. This form must be submitted to Student Services no later than three (3) weeks from the 'Last Date to Apply for Advanced Standing' as stated in the [Academic Calendar](#). Minimum grade requirements and currency of curriculum will be considered in the decision.
- (c) There is no fee for this.
- (d) The grade achieved in the original course will be calculated in the GPA.

#### 2. Transfer Credit

Transfer of credits from Ontario Colleges of Applied Arts and Technology and other public colleges and universities will be considered on a course-by-course basis. Transfer credits will be granted when, in the opinion of the College, the work covered is equivalent in objectives and evaluation standards to the corresponding course of study at Northern College.

- (a) Application for transfer credit must be made by the student by the 'Last Date to Apply for Advanced Standing' as indicated in the [Academic Calendar](#).

Request for Advanced Standing form is available at [www.northernnc.on.ca/advanced-standing-forms/](http://www.northernnc.on.ca/advanced-standing-forms/) or Student Services.

Transfer Credit Assessment Fee is available at [www.northernnc.on.ca/noncompulsory-ancillaryfees](http://www.northernnc.on.ca/noncompulsory-ancillaryfees).

- A maximum fee is identified for eight (8) or more courses per year
- Fees must be paid at the time of application

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- (b) Each application must be supported by an official transcript and course outline/ description, provided directly to the [Pathways Office](#) or Student Services, from the former college or university. Credit may be given for courses in which a student earned a grade of “C” or at least sixty (60) percent or better. In some programs, the student will require a higher grade, as indicated in the departmental policies.
- (c) Upon receipt of all documentation, the student’s application will be forwarded to the appropriate Coordinator for faculty evaluation. The evaluation will be completed within three (3) weeks from the ‘Last Date to Apply for Advanced Standing’ as indicated, by semester, in the [Academic Calendar](#).
- (d) Once the evaluation has been completed, the Coordinator will return the student’s application to the [Pathways Office](#) or Student Services; a Record Amendment form need not accompany this form. The Transfer Credit is recorded as "TC" on the student's transcript and will not be factored into the Grade Point Average.
- (e) No transfer credits will be given for courses used to meet the initial admission requirements of the College program.
- (f) STUDENTS ARE ADVISED TO ATTEND CLASSES IN THE COURSE UNTIL A DECISION IS MADE.

The College will also help students pursue their education at a higher level or transfer to another college.

### 3. Challenge by Examination

"Exam" is as defined in the course outline. Each faculty member will determine whether or not the course may be challenged by examination.

Students who feel they have the required knowledge (through audit, informal studies, OACs, experience, etc.) to address the course outcomes may apply for challenge by examination by completing the following procedures:

- (a) [Request for Advanced Standing form](#) and applicable fee information must be obtained from Student Services and the applicable challenge exam fee must be paid.
- (b) The date for completing the challenge will be determined by the faculty member, respecting the dates outlined in the [Academic Calendar](#) for those students currently enrolled in the course they wish to challenge.
- (c) The grade achieved on the challenge exam shall be recorded on the student's transcript through the completion of a Request for Advanced Standing form, which must be submitted to the [Pathways Office](#) or Student Services no later than three (3) weeks from the ‘Last Date to Apply for Advanced Standing’, as stated in the [Academic Calendar](#).

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- (d) A student who fails a Challenge by Examination may not challenge the course through challenge examination again until one full academic semester has passed\*.
  - (e) A student who fails a course may not challenge the course through Challenge by Examination until one full academic semester has passed.\*
  - (f) Students may not challenge a course more than twice; if the student is unsuccessful after two challenges, he/she will have to retake the course.
  - (g) STUDENTS ARE ADVISED TO ATTEND CLASSES IN THE COURSE UNTIL A DECISION IS MADE.
- \* The intent of this policy is to allow sufficient time for students to improve their likelihood of success in taking a challenge exam.

Exceptions may apply to graduating students.

**Note:** Full-time students choosing to challenge a course or receive prior learning for a course in which they are registered must do so within the timeframes outlined in the [Academic Calendar](#) – ‘Last Date to Apply for Advanced Standing’.

#### 4. Prior Learning Assessment and Recognition (PLAR)

Knowledge and skills gained through life experiences may be assessed for credit through the process of PLAR. Assessment may take the form of written portfolios, demonstrations, testimonials, tests, projects, etc.

- (a) Students applying for PLAR should contact Student Services who will direct them to the College-designated PLAR staff member.
- (b) Students must complete the [Request for Advanced Standing form](#) and pay all applicable fees by the date stated in the [Academic Calendar](#) – ‘Last Date to Apply for Advanced Standing’.
- (c) Credit obtained through PLAR as shown on the Request for Advanced Standing form must be returned to the [Pathways Office](#) or Student Services no later than three weeks from the ‘Last Date to Apply for Advanced Standing’. The credit obtained is recorded as "CR" on the student's transcript and is not factored into the GPA.
- (d) STUDENTS ARE ADVISED TO ATTEND CLASSES IN THE COURSE UNTIL A DECISION IS MADE.

**Current forms, processes are published on the Northern College website:**

[Transfer Credit, Challenge Exams and Prior Learning Assessments](#)

[PLAR Resource Guide](#)

[Academic Calendar](#)

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