

# Credit for Previous Learning

KPU recognizes that many of its students may wish to be granted formal recognition for knowledge and skills already acquired. This recognition may be in the form of:

- transfer credit for courses completed in high school (e.g. Advanced Placement Program, International Baccalaureate Program),
- transfer credit for courses completed at another post-secondary institution,
- credit for prior learning assessment where there has been no formal coursework at a recognized post-secondary institution.

Through credit for previous learning, students may be granted credit that can be applied toward the admission requirements of a program, toward the graduation requirements of a program or to meet the prerequisite requirements for individual courses. Applicants should note that the application of credit granted may differ for the purposes of admission, registration or graduation. For information on how the transfer of courses may impact program requirements and graduation, refer to the Graduation section of the online calendar.

## TRANSFER CREDIT

A student who has completed courses at another post-secondary institution may request that these credits be transferred to KPU. Where KPU offers an equivalent course to that taken at another institution, the student may be granted transfer credit for the KPU course. Where KPU does not offer an equivalent course, the student may be granted unassigned credit at the appropriate year level in the subject area (e.g. 3 credits in Anthropology at the second year level). Minimum grade stipulations may apply to transfer credit and though transfer credit may be granted, a further decision on the applicability of the credits toward program admission or graduation requirements may be required.

Course outlines must be submitted for all post-secondary courses if they are not listed on the B.C. Transfer Guide ([www.bctransferguide.ca/](http://www.bctransferguide.ca/)). There is a charge for assessing courses taken outside of British Columbia. Refer to this calendar's General Fee Table for cost.

Courses transferred from another post-secondary institution are not included in the calculation of the institutional grade point average. The transfer of credits and the transfer grade point average become part of the student's permanent record at KPU. Once transfer credit has been awarded for a course and is reflected on a student's academic record at KPU, the same transfer credit will not be applied or amended for subsequent requests. To receive optimal transfer credit, students should request transfer credit be reviewed for all prior post-secondary coursework completed in their initial request.

The time it takes to complete the transfer credit articulation process varies from semester-to-semester and from program-to-program, therefore it is strongly recommended students submit their request for transfer credit and all supporting documentation (course outlines, official transcripts) upon application for admission to KPU. Submission deadlines are posted to the transfer credit website at [kpu.ca/transfercredit](http://kpu.ca/transfercredit).

Any student planning to transfer to a university or other post-secondary institution should be aware that transfer credits granted by KPU are not binding at another post-secondary institution.

Request for Transfer Credit forms are available online at [kpu.ca/transfercredit](http://kpu.ca/transfercredit) or from the Student Enrolment Services Office located on any campus.

Policy B.15 can be viewed at the Library or online at [kpu.ca/policies](http://kpu.ca/policies) for further details.

## LETTER OF PERMISSION

A letter of permission may be requested by KPU students who wish to take upper division courses to help satisfy third and fourth year courses required in their degree program at KPU, or by those students who wish to take a course(s) at other post-secondary institutions but have been unable to find the course transfer equivalency from the BC Transfer Guide [www.bctransferguide.ca](http://www.bctransferguide.ca).

Before applying for a Letter of Permission, a student must be in good academic standing at KPU, have completed nine semester credit hours of study at KPU and have a minimum Cumulative Grade Point Average (CGPA) of 2.00.

Request for Letter of Permission forms are available online at [kpu.ca/transfercredit/forms](http://kpu.ca/transfercredit/forms) or from the Student Enrolment Services Office located on any campus.

## ADVANCED PLACEMENT (AP) PROGRAM

Visit [www.bctransferguide.ca](http://www.bctransferguide.ca) or see policy B.8 which can be viewed at the Library or online at [kpu.ca/policies](http://kpu.ca/policies) for further details.

All Advanced Placement (AP) courses are considered for admission in combination with an approved high school credential. Transfer credit will be assessed upon receipt of a Request for Transfer Credit Form and an official College Board transcript.

### Submitting Transcripts

Students will need to request official final transcripts to be sent directly to KPU from College Board once all examinations have been completed.

### Advanced Placement Grade Conversion

Calculation of the AP exam grade to a percentage will be determined according to the following chart:

AP Exam Grade	Equivalent Percentage
5	96
4	86
3	80
2	70

### Transfer Credit for AP Courses

Students who have completed Advanced Placement (AP) subjects with a score of 4 or greater will receive advanced standing in accordance with the table of equivalencies which has been established in consultation with faculty. The table of equivalencies is reviewed and updated by the appropriate Departmental and Divisional Curriculum committees each year.

For information regarding deadlines, transfer credit forms and to view the table of course equivalencies, refer to the Transfer Credit website at: [kpu.ca/transfercredit](http://kpu.ca/transfercredit).

## Declining Transfer Credit for AP Courses

Students who do not wish to have transfer credit for AP courses completed will need to submit the *Declining IB/AP Transfer Credit* form at least 30 days prior to the start of classes. This form can be found online at [www.kpu.ca/transfercredit/forms](http://www.kpu.ca/transfercredit/forms).

## INTERNATIONAL BACCALAUREATE (IB) PROGRAM

International Baccalaureate students are eligible for admission on the basis of successful completion of the IB Diploma. All International Baccalaureate (IB) courses are considered for admission in combination with an approved high school credential.

### Submitting Transcripts

Students will need to arrange to have final official transcripts sent to KPU. For more information about ordering transcripts, please contact your IB regional office or check on the IB site at: [www.ibo.org/iba/transcripts/](http://www.ibo.org/iba/transcripts/)

Students completing both High school Curriculum and IB diploma program will need to arrange to have official high school transcripts and official IB results sent to KPU.

### International Baccalaureate Grade Conversion

Visit [www.bctransferguide.ca](http://www.bctransferguide.ca) or see policy B.9 that can be viewed at the Library or online at [kpu.ca/policies](http://kpu.ca/policies) for further details.

KPU will convert your IB exam scores into percentages for the purposes of admission and transfer credit.

If you are completing an IB course and the related high school course, we will use the higher of the two grades for admission.

IB Exam Grade	Equivalent Percentage
7	96
6	90
5	86
4	76
3	70

### Transfer Credit for IB Courses

Students who have completed Higher Level International Baccalaureate subjects will receive advanced standing in accordance with the table of course equivalencies which has been established in consultation with faculty.

The table of equivalencies is reviewed and updated by the appropriate Departmental and Divisional Curriculum committees each year. To apply to receive KPU credit as a result of completing International Baccalaureate courses, students are required to submit an official transcript from the International Baccalaureate Organization to KPU.

For information regarding deadlines, transfer credit forms and to view the table of course equivalencies, refer to the Transfer Credit website at: [kpu.ca/transfercredit](http://kpu.ca/transfercredit).

### Declining Transfer Credit for IB Courses

Students who do not wish to have transfer credit for IB courses completed will need to submit the *Declining IB/AP Transfer Credit*

form at least 30 days prior to the start of classes. This form can be found online at [www.kpu.ca/transfercredit/forms](http://www.kpu.ca/transfercredit/forms).

## PRIOR LEARNING ASSESSMENT

Policy B.14 can be viewed at the Library or online at [kpu.ca/policies](http://kpu.ca/policies) for further details.

KPU recognizes that students may attain significant learning at a post-secondary level through work, training, and informal experiences outside the formal post-secondary system or from institutions with whom KPU does not have course transfer and articulation agreements. Through Prior Learning Assessment (PLA), KPU will grant credit toward a certificate, diploma, or degree for this learning if it fulfills the requirements of the program to which the student has applied.

Note: KPU accepts PLA credit awarded at other public post-secondary institutions in the same manner as Transfer Credit.

Applications for PLA credit are available from Student Enrolment Services. Before applying for PLA, a student must meet with the PLA Advisor in his or her program area for detailed information regarding level. Although PLA credit may be granted, a further decision on the applicability of the credits toward program admission or graduation requirements may be required.

Any student planning to transfer to a university or other post-secondary institution should be aware that PLA credit granted by KPU is not binding at another post-secondary institution.

### Methods of Prior Learning Assessment

The following methods of assessment may be used, independently or in combination, to determine if the PLA applicant has met the required standards:

#### CHALLENGE EXAM:

A test or exam (written or oral) that is designed to validate the knowledge of the candidate as it relates to course requirements. A challenge exam may be the same test or exam given to students who formally attend the course. It is limited to questions that are directly related to the learning objectives/outcomes of the course, not to information that would be available only by regular attendance in the classroom.

#### STANDARDIZED TEST:

Similar to a Challenge Exam. However, someone from the department other than the assessor usually develops this test or exam. It is focused around widely recognized standards (as set by a department or professional/sectoral organization) that are equivalent to the course objectives.

#### PRODUCTS/PORTFOLIO:

Documents or objects that have been produced by the candidate and demonstrate tangible proof of accomplishment. These may include, but are not limited to, reports, computer printouts, videos, illustrations, prototype models, or an artist's portfolio. Students may be asked to demonstrate abilities or answer questions about the portfolio by the assessor.

#### DEMONSTRATION:

Simulation or actual presentation of candidate's abilities, which may be live, recorded, or videotaped. The demonstration may include, but is not limited to, such activities as presenting a speech, role-playing a situation, creating a document on computer, giving a musical performance, performing a lab experiment, interviewing a client, operating equipment, or completing a procedure.

**INTERVIEW:**

Oral questioning. The PLA interview is focused around course objectives and may include techniques such as open-ended questions, case studies, and prepared analyses. The interview is used to clarify areas of learning, and may be used in parallel with other methods, as a sole method of assessment, and/or as a means to ensure authenticity of products.

**WORKSITE ASSESSMENT:**

Similar to a demonstration. The candidate is observed performing tasks as a part of normal work routine, or as specifically assigned, in the place of work. Assessment is normally done by faculty assigned to a candidate, but may also be made by a work supervisor or field expert. If performed by an external assessor, may be followed up by a self-assessment and/or interview with a faculty assessor.

**SELF-ASSESSMENT:**

Assessment performed by the candidate, usually with the aid of an established form or questionnaire. Normally requires a parallel assessment by a field expert and/or faculty assessor.

**EXTERNAL EVALUATION:**

Assessment provided by an expert other than KPU faculty. Assessment method may include, but is not limited to, performance evaluation, letter of validation, or worksite assessment, and may require follow-up by faculty.

**OTHER FORMS OF ASSESSMENT:**

As agreed on by the assessor and applicant and relevant to the course/program outcomes or objectives.

**Exemption**

In some instances, a student does not have formal course work that is equivalent to courses taught at KPU, but does have a combination of education and experience that would permit her or him to be granted an exemption from an introductory or prerequisite course. A student who is granted an exemption must still complete the required number of courses and credits for a degree, associate degree, diploma, certificate or citation. However, the number of elective courses and credits will be increased. A student who has been granted exemption from a course may not subsequently enrol in that course for credit.