Senate Standing Committee on Academic Planning & Priorities

Friday, March 15, 2013
09:00-12:00 pm
Surrey Campus, Cedar 2110

AGENDA

1. **Call to Order/ Robert Wood**

2. **Confirmation of Agenda / Robert Wood**

3. **Approval of Minutes from combined meeting - January 18, 2013 / Robert Wood**   **Attached**

4. **Business Arising from Minutes / Robert Wood**

5. **Chair's Report / Robert Wood**

6. **Standing items:**
   6.1 Strategic Planning / Scenario Planning / Robert Wood
   6.2 Research Update / Jason Dyer
   6.3 Community Involvement / Jason Dyer

7. **Review of Committee Membership and Voting Structure / Robert Wood**   **Attached**

8. **Credit for Prior Learning Policy (B.14) / Robert Wood:**   **Attached**

9. **Items for Discussion**

10. **Adjournment**

Next Meeting
   Friday, April 19, 2013
   09:00-12:00 pm
   Surrey Campus, Cedar 2110

**Senate Standing Committee on
Academic Planning and Priorities
and on University Budget**

Friday, January 18, 2013, 9:00am – 12:00pm
Surrey Campus, Cedar Building, Room 2110

M i n u t e s

Present:

SSCAPP:
Alan Davis
Wade Deisman
Tru Freeman
Aysha Haq,
Jane Hobson
Kari Michaels
Jared Penland
Carolyn Robertson
Robert Wood / Chair
Ex-Officio/Non-Voting:
Kathleen Bigsby
Dana Cserepes
Marc Kampschuur

Regrets:

SSCAPP:
Bob Davis

Recorder

Lori Scanlan

Present:

SSCUB:
Seema Ahluwalia
Chris Burns
David Davidson
Alan Davis
Robert Finlayson
Marc Kampschuur / Chair
Alice Macpherson
Kari Michaels
Christina Pikios
Sukey Samra
Dale Simonson
Wayne Tebb
Ex-Officio/Non-Voting:
Harry Gray
Gordon Lee
Vivian Lee
Kathy Lylyk

Regrets:

SSCUB:
Jane Fee
Douglas Torrance

1. **Call to Order**

   The meeting was called to order at 9:05 am.

2. **Approval of Agenda**

   Moved by Kari Michaels; seconded by Tru Freeman THAT the Agenda be accepted.   Motion Carried

3. **Approval of Minutes of The Senate Standing Committee on Academic Planning and Priorities (SSCAPP) from December 7, 2012 and of The Senate Standing Committee on University Budget (SSCUB) from November 16, 2012.**

Moved by Tru Freeman; seconded by Jarod Penland THAT the Minutes of the Senate Standing Committee on Academic Planning and Priorities from December 7, 2012 be approved.   Motion Carried

Moved by Seema Ahluwalia; seconded by Alice Macpherson THAT the Minutes of the Senate Standing Committee on University Budget be approved.   Motion Carried

4. **Chair's Reports:**

   ### 4.1. SSCAPP

   Robert Wood, Chair of SSCAPP announced the next meeting of the Learning Technologies Sub-committee (LTSC) on March 8, 2013. At this meeting nelson Publishing will be presenting and demonstrating technology being used at Algonquin College for streamlining Moodle processes. The intention of the LTSC is to keep a view on technological opportunities taking place in the "Market Place" and relate these new ideas back to the Kwantlen Community.

   Report on Action Items:

   Robert contacted Jason Dyer, Associate Vice President – Research, about SSCAPP attendance and the delivery of his reports which stand as regular items on the SSCAPP agendas. Jason has had difficulty attending meetings since they conflict with many other meetings he is involved in and does not have a back-up person to fill in for him.

   At the next meeting the SSCAPP committee will analyzing the outcomes of the workshop last fall and developing a process for setting priorities (encompassing setting timelines and benchmarks).

   ### 4.2. SSCUB

   Marc Kampschuur, Chair of SSCUB, welcomed new members and asked the committee what knowledge, skills or experiences they would like to have provided to assist them as an orientation to the overall process. The committee was encouraged to forward an email to Marc (cc: to Lori Scanlan) to begin a list.

   Marc encouraged the SSCAPP committee to join SSCUB at its January 25th meeting.

5. **Welcome to New Members of SSCAPP and SSCUB**

   Chairs of both committees welcomed their new members.

6. **Overview of Kwantlen Student Information.**

   Kathleen Bigsby, Director of Institutional Analysis and Planning (IAP), presented information on student: enrollment, success rates, demographics, program choices and an overview of what constitutes a full time equivalent student (FTE) count.

7. Budget

Harry Gray, Vice-President Finance and Administration presented information on Kwantlen's Operating Budget. The Ministry Grant is $71m of approximately $122m revenue. Kwantlen should not be expecting an increase to the $71m level. Non-salary increases have gone up by 1.5 -3% depending on the type of service. The Government is putting on pressure for a tuition increase equivalent with the rate of inflation – approximately 1.5%, to be applied to new programs. Faculty funding levels are being based on their "actual" figures at the top level with a 1% decrease. Of the $50m worth of budgetary "asks" only 10% will be granted.

Criteria for granting Requests for the 2013/14 year:

- New and newly launched degrees that meet the polytechnic mandate (priority was given to academic programs with a focus on the Faculties of Academic and Career Advancement (ACA), Science and Horticulture (SCI) and Design (DSGN).
- Provincial Government mandates for 2013/14
- Enhancement of support and experience for students
- Growing the student base in selected faculties in order to establish viable upper year offerings

Harry presented some of the initiatives that were taking place and being funded in the areas of ACA, DSGN and SCI. A brief review of approved funding was presented for the departments of: Student Affairs, IAP, Library, Human Resources and Information and Educational Technology (IET). Ongoing funding equaled $2, 134,241.00. Harry completed his presentation with a brief overview of recommendations for funding "Capital" requests.

The committee had questions about the use of the Furniture, Fixtures and Equipment account (FF&E). It was explained that the FF&E budget is primarily used to purchase lab equipment and to maintain/update e-classrooms. An example was given of the FF&E account being used to fix an emergency leak in a drain pipe in the Horticulture (HORT) area costing close to $40t. The committee requested a break-down of the use of the FF&E account.

Action: Kathy Lyly will supply a breakdown of prior FF&E decisions in order to facilitate a better understanding within the committees regarding how the FF&E budget is used.

Gordon Lee, Vice-President Academic/Provost, explained that a Co-operative Gains Savings Plan accompanied by administrative savings will be used to fund up-coming salary increases for staff and faculty.

Explanations were provided regarding what constitutes a Major Capital Expenditure, a One-Time-Only request and what a Co-operative Savings Plan entails.

Gordon Lee and Harry Gray discussed the $1.3m fund that had been set aside for financing projects with a polytechnic mandate. It was explained that the fund was created at the end of the 2011/12 fiscal year (during the period we refer to as the "mid-year" review). A surplus was found and rather than letting it roll-over into capital, the Polytechnic Mandate Fund (PMF) was created. This fund will be accessible through application. Terms of Reference for making application to the fund are still in the development stages.

Alan Davis, President, explained that in the absence of a strategic plan, having funds such as the PMF become very important in allowing us to invest in opportunities to advance Kwantlen.

Marc Kampschuur, Chair of SSCUB, in response from committee members who were unaware of the creation of the PMF, directed the committee to the Minutes from the September 2012 SSCUB meeting and the October 2012 Senate meeting to indicate when the PMF was previously announced and discussed.

Questions and explanations about Special Purpose Funds (SPF) were explored. An SPF is primarily established from specific projects that faculty members have been granted money to work on.

Kathy Lylyk, Executive Director – Finance, explained to the committee that the Government has been less timely and less responsive to request for budget information this year than in previous years and because of this slow response some information has not yet been able to be supplied to the committee.

==Action/Note: The committee's requested a consistency in format for how budget information is shared.==

8. Entrance to Kwantlen – Prior Learning Assessment (PLA)

Robert Wood, Chair of SSCAPP, explained that the current PLA process is being seen as inadequate and that a movement to review Kwantlen's PLA process and re-structure it is being considered. The President, Alan Davis, concurred with Robert's statement and informed the committee that PLA was being reviewed at a number of other institutions as well and that funding to review and re-structure our process may be available.

9. Items for Discussion

No items were brought forward.

10. Adjournment

The meeting adjourned at 12:05pm.

KWANTLEN POLYTECHNIC UNIVERSITY

Kwantlen Polytechnic University   Senate   Committees   Senate Standing Committee on Academic Planning & Priorities   **Mandate**

Mandate

1. Advise Senate on the mission statement and the educational goals, objectives, strategies and priorities of the University

2. Following consultation with the Senate Standing Committee on Curriculum and the Senate Standing Committee on the University Budget, advise Senate on the establishment, revision or discontinuance of educational programs and other curricular changes requiring Senate approval

3. Following consultation with the Senate Standing Committee on Curriculum and the Senate Standing Committee on the University Budget, advise Senate on the priorities for implementation of new programs leading to certificates, diplomas and degrees

4. Following consultation with the Senate Standing Committee on Curriculum and the Senate Standing Committee on the University Budget, advise Senate on the establishment or discontinuance of Faculties, Schools, Divisions and Departments of the University

5. Following consultation with the Senate Standing Committee on the University Budget, advise Senate on the establishment, revision or discontinuance of research centres, institutes, and research chairs and professorships, and other research-related matters requiring Senate approval

6. Following consultation with other relevant standing committees, review and advise Senate on the terms of affiliation, articulation and other contractual agreements with other post-secondary institutions

7. Following consultation with the Senate Standing Committee on Curriculum and the Senate Standing Committee on the University Budget, and any other relevant standing committees, advise senate on the number of students that may be accommodated by the university and policies for enrolment management

8. Advise Senate on policies and processes for the development, review, implementation and communication of educational plans that support the priorities of the University

9. Advise the Senate Standing Committee on the University Budget on the academic priorities for the allocation of funds

10. Review the reports and recommendations of the Senate Standing Committee on Program Review and advise Senate on actions

11. Establish such subcommittees as needed to fulfill the Committee's responsibilities

12. Other duties as assigned by Senate

KPU

General Information	Admissions	Mailing Address
604.599.2100	**604.599.2000**	**12666 72 Ave Surrey BC V3W 2M8 Canada**

© 2013 Kwantlen Polytechnic University
Home | **Website Feedback** | **Site Map** | **Contact** | **Privacy Policy** | **Emergency Planning**

Membership

Bubber, Arvinder	Chancellor
Davis, Alan	President
Vacant	Faculty of Academic and Career Advancement
Davis, Bob	Senator, Faculty of Trades and Technology
Deisman, Wade	Senator, Faculty of Arts
Freeman, Tru	Senator / Dean, Faculty of Community and Health Studies
Hobson, Jane	Faculty of Science and Horticulture
Robertson, Carolyn	Senator / Dean, Faculty of Design
Wood, Robert	Senator, Faculty of Business / Chair
Haq, Aysha	Professional Support Staff
Michaels, Kari	Senator, Student
Penland, Jared	Senator, Student

Ex Officio / Non-voting

Bigsby, Kathleen	Director, Institutional Analysis & Planning
Cserepes, Dana	Vice-chair of Senate, SSC Curriculum Chair
Dyer, Jason	Exec. Director, Research & Scholarship
Fee, Jane	AVP Academic
Kampschuur, Marc	Chair, SSC University Budget
Lee, Gordon	Provost and Vice President, Academic

Administrative Support: University Secretariat - Lori Scanlan (2082)

Common Features for all Senate Committees
(Resolution #12 approved by Senate, October 6, 2008)

- The Chancellor, President and Vice Chancellor are recognized as voting members of all committees. However, it is understood that they are unlikely to be able to attend most meetings and their presence or absence shall not count toward quorum.
- Each Senate committee is composed of some number of Senators, as appropriate for that committee.
- Each senate committee is chaired by a Senator.
- Chair of a committee should not be the administrator whose portfolio mirrors that of the committee.
- Committee membership will be reviewed annually. Members are eligible for reappointment.

Membership:

Chair: A Senator on the Committee, nominated by the Committee and approved by Senate

Voting Members:

- Chancellor
- President
- Eight additional members, approved by Senate, at least three of whom shall be members of Senate, selected to ensure that the composition of the Committee reflects the diversity of disciplines at the University.
- One Professional Support Staff member, approved by Senate
- Two students, approved by Senate.

Ex Officio Non-Voting Members:

- Chairs of the following standing committees of Senate: University Budget, Curriculum
- Provost & Vice President, Academic
- Associate Vice President, Research
- Associate Vice President, Academic
- Director, Institutional Analysis and Planning or designate

P O L I C Y

TITLE:	**Credit for Prior Learning**
APPROVED BY:	The President
EFFECTIVE:	December 1996
REVISED:	December 2004

RELATED POLICIES:

B.08 Credit for Advanced Placement Program Examinations
B.09 Credit for International Baccalaureate Program Courses
B.15 Transfer of Articulated Courses from other Post-Secondary Institutions to Kwantlen Polytechnic University

BACKGROUND

Kwantlen Polytechnic University recognizes that students may have successfully completed course work at another post-secondary institution or have attained significant learning at a post- secondary level from work, training and other experiences outside the formal post-secondary education system. Those who have gained such learning must be able to receive credit for that learning and build on it in pursuing further education within Kwantlen. Credits granted for prior learning may be used to satisfy admission requirements to a program or the requirements for graduation.

POLICY

Kwantlen Polytechnic University will, when requested by a student and in accordance with established articulation agreements or appropriate evaluation procedures, assess learning that the student has gained through prior course work and/or life and work experiences. Where that learning can be equated to the learning outcomes or objectives of a course or program at Kwantlen, credit will be granted. Credit will normally be granted through transfer and/or prior learning assessment.

Each program will determine the amount of PLA or transfer credits required for graduation that will be acceptable for that program, up to a maximum of 75%.

DEFINITIONS

Transfer credit refers to the granting of credit for a course successfully completed at another post-secondary institution or through a professional organization or other agency with which an articulation agreement has been reached. The course may be equivalent to a course offered by Kwantlen Polytechnic University (assigned credit) or at an appropriate year level in a subject or program area (unassigned credit).

Prior Learning Assessment (PLA) is assessment, by valid and reliable means and by a qualified specialist, of what an individual has learned outside of courses and programs at Kwantlen Polytechnic University for which the granting of transfer credit is inappropriate. Assessment will normally result in credit (assigned or unassigned) being granted to satisfy the admission or graduation requirements of a program offered by Kwantlen Polytechnic University.

GUIDELINES

Transfer Credit

1. The University will be guided by the *Principles and Guidelines for Transfer* endorsed by the British Columbia Council on Admissions & Transfer (BCCAT) and published in the *British Columbia Transfer Guide*.

2. Students must request transfer credit in writing and provide an official transcript from each post-secondary institution or professional organization or agency at which courses were taken.

3. When determining whether transfer credit is to be granted, one or more of the following will be utilized:

   a. Specific articulation agreements between Kwantlen Polytechnic University as receiving institution and other post-secondary institutions or professional organizations or other agencies as sending institutions

   b. The *B.C. Transfer Guide* published in both print and electronic form (on-line) by the British Columbia Council on Admissions & Transfer

   c. Transfer guides published by other receiving institutions

   d. Other on-line transfer guides (e.g. Council of Ministers of Education, Canada)

   e. *Ad hoc* evaluation by subject or program faculty based on materials such as a course outline, reading list, textbook(s), final examination, etc.

4. In general, transfer credit granted will be appropriate to the time the course was taken at the sending institution.

5. Credits obtained at a sending institution through prior learning assessment will be recognized for transfer in the same way as credits obtained through classroom instruction.

Prior Learning Assessment

1. The University will be guided by the Guidelines for Prior Learning Assessment developed by the Provincial PLA Steering Committee and endorsed by the British Columbia Council on Admissions & Transfer.

2. Kwantlen Polytechnic University recognizes the following methods of prior learning assessment:

   a. *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.

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

c. *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.

d. *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.

e. *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.

f. *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 made by faculty assigned to a candidate, but may also be made by a work supervisor or field expert. If performed by an external assessor, it may be followed up by a self-assessment and/or interview with a faculty assessor.

g. *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.

h. *External Evaluation*: Assessment provided by an expert other than Kwantlen 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.

i. *Other forms of assessment*: As agreed on by the assessor and applicant and relevant to the course/program outcomes or objectives.

For each course or group of courses, the Department responsible shall specify which methods of Prior Learning Assessment the Department recommends and record these methods in the course outline. The Divisional Curriculum Committee must approve these recommendations.

The chosen assessment method(s) must be appropriate for the subject or skill area, targeted to the learning objectives, competencies, skills, or outcomes of the course, and reflective of the level of achievement expected of any student.

3. Applicants for Prior Learning Assessment must have been admitted to Kwantlen and have applied for admission to a program.

4. Kwantlen Polytechnic University will only award credit for prior learning that is directly applicable to the student's declared program of studies. Should a student change programs, all or some of the PLA credit previously awarded may no longer apply or, conversely, the student may be able to apply for additional PLA credit that was not appropriate under the previous program of studies.

5. Under normal circumstances, a student may not obtain credit through Prior Learning Assessment for any course in which the student was registered at Kwantlen Polytechnic University within the previous six (6) months.

6. Detailed information about the exact requirements and assessment criteria should be shared with the applicant in preparation for the assessment. Methods other than those already identified may be considered through consultation among the program PLA advisor, the assessor, and the applicant.

7. Faculty or instructional staff who have expertise in the curriculum area will assess Prior Learning. The standards to be applied will be equivalent to those applied to students enrolled in the course or courses for which credit is requested.

8. An applicant who disputes the results of a Prior Learning Assessment may appeal that decision under the normal appeals process. The appeal will be referred to the Dean responsible for the program in which the student is enrolled. The Dean will chair a committee of faculty in the same Department to review the credits awarded.

9. The credits and grade(s) achieved through PLA will appear on the transcript, whether the outcome is successful or not.

Return to Bylaws & Policies Homepage
Return to Kwantlen's Home Page

KWANTLEN POLYTECHNIC UNIVERSITY

2013-14 | PROPOSED ACADEMIC CALENDAR

Credit for Previous Learning

Kwantlen 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 Kwantlen. Where Kwantlen offers an equivalent course to that taken at another institution, the student may be granted transfer credit for the Kwantlen course. Where Kwantlen 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/). 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 Kwantlen.

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 Kwantlen. Submission deadlines are posted to the transfer credit website at kwantlen.ca/transfercredit.

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

Request for Transfer Credit forms are available online at kwantlen.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 kwantlen.ca/policies for further details.

Letter of Permission

A letter of permission may be requested by Kwantlen students who wish to take upper division courses to help satisfy third and fourth year courses required in their degree program at Kwantlen, 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.

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

Request for Letter of Permission forms are available online at kwantlen.ca/transfercredit/forms or from the Student Enrolment Services Office located on any campus.

Advanced Placement (AP) Program

Visit www.bctransferguide.ca or see policy B.8 which can be viewed at the Library or online at kwantlen.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 Kwantlen 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: kwantlen.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.kwantlen.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 Kwantlen University. For more information about ordering transcripts, please contact your IB regional office or check on the IB site at: 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 Kwantlen.

International Baccalaureate Grade Conversion

Visit www.bctransferguide.ca or see policy B.9 that can be viewed at the Library or online at kwantlen.ca/policies for further details.

Kwantlen 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 Kwantlen credit as a result of completing International Baccalaureate courses, students are required to submit an official transcript from the International Baccalaureate Organization to Kwantlen.

For information regarding deadlines, transfer credit forms and to view the table of course equivalencies, refer to the Transfer Credit website at: kwantlen.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.kwantlen.ca/transfercredit/forms.

Prior Learning Assessment

Policy B.14 can be viewed at the Library or online at kwantlen.ca/policies for further details.

Kwantlen 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 Kwantlen does not have course transfer and articulation agreements. Through Prior Learning Assessment (PLA), Kwantlen 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.

This online version of the Kwantlen Academic Calendar is the official version of the University calendar. Although every effort is made to ensure accuracy at the time of publication, Kwantlen reserves the right to make any corrections in the contents and provisions of this calendar without notice. In addition, the University reserves the right to cancel, add, or revise contents or change fees at any time without notice. To report errors or omissions, or send comments or suggestions, please email Calendar.Editor@kwantlen.ca.

Note: Kwantlen 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 Kwantlen 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 Kwantlen 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 Kwantlen, 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.

Last Updated: Jan 21, 2013