

SENATE OFFICE

HOW TO SUBMIT AN INSTITUTIONAL RECOGNITION REQUEST

Purpose

This document presents the process to follow to request Senate to recognize an external institution or organization for the purpose of evaluating and awarding transfer credit under *AR6 Recognition of Prior Learning (RPL)* [Policy/Procedures](#).

Background

KPU recognizes institutions/organizations for the purpose of admission, transfer credit and advanced standing as per *AR6 Recognition of Prior Learning (RPL)*.

Process

1. Contact the [Associate Registrar, Admissions & Enrolment Services](#) to confirm that KPU has not already recognized the institution or organization.
2. Once you have determined that KPU does not recognize an institution or organization based on the criteria in AR6, the next step is to complete a [Institutional Recognition Request](#).
3. To complete the form, you will need input from the external affiliate and a KPU designate. You will also need to consult with the KPU constituencies outlined in the form.
4. Once completed, please send the form to senate@kpu.ca. Administrative Assistants in the Senate Office will advise you of next steps to ensure the [Senate Standing Committee on Academic Planning and Priorities \(SSCAPP\)](#) reviews your request in a timely manner.