



ACAD 28: PLAR PROCEDURE AND WORKFLOW Effective Date: Friday, April 17, 2026

Purpose

This procedure outlines the step-by-step process for students and staff participating in the Prior Learning Assessment and Recognition (PLAR) process at Shingwauk Kinoomaage Gamig.

STEP ONE: STUDENT INQUIRY

Students interested in PLAR contact the Registrar's Office or Academic Advisor to discuss eligibility.

Advising includes:

- identifying eligible courses
- explaining assessment options
- outlining documentation requirements
- reviewing timelines and fees

STEP TWO: PLAR APPLICATION

Students submit a **PLAR Application Form** including:

- requested course(s) for assessment
- description of prior learning
- preliminary documentation

Applications are submitted to the Registrar's Office.

STEP THREE: PRELIMINARY REVIEW

The Registrar's Office reviews the application to determine:

- eligibility for PLAR
- appropriate assessment method
- faculty or subject matter expert assignment

Students are informed whether the application will proceed to assessment.

STEP FOUR – EVIDENCE PREPARATION

Students prepare documentation demonstrating prior learning.

Evidence may include:

- work samples
- portfolios
- reflective statements
- training certificates
- documentation of community leadership
- cultural learning documentation

Students may receive guidance from an advisor during portfolio preparation.

STEP FIVE – ASSESSMENT

Assessment may include:

- portfolio review
- written examination
- oral presentation or interview
- practical demonstration

Assessment is conducted by:

- a faculty member
- program coordinator
- subject matter expert

Where cultural knowledge is involved, Elders or Knowledge Keepers may participate in the assessment process.

STEP SIX – DECISION

The assessor determines whether the applicant's prior learning meets the learning outcomes of the course.

Possible outcomes include:

- credit granted
- partial credit granted
- additional evidence requested
- credit not granted

STEP SEVEN – NOTIFICATION

Students receive written notification of the decision from the Registrar's Office.

Approved credits are recorded on the student's transcript.

STEP EIGHT – APPEALS

Students who disagree with the assessment decision may appeal through the Academic Appeals Policy.

