

## **PRIOR LEARNING ASSESSMENT PROCEDURES**

### **Procedures for Advanced Standing:**

1. Students who have attended a minimum of one full year in an art or design program at an accredited post-secondary institution may apply to OCAD for Admission with Advanced Standing.
2. Students without formal post-secondary art or design education must apply to OCAD for Admission to First Year. It will be determined during the portfolio interview whether the student should be granted Advanced Standing.
3. The Portfolio Assessment occurs in mid-February, normally during OCAD's Study Week:
  - a. The student's entry year-level will be determined in terms of studio work.
  - b. The Assessment will also determine whether any additional studio or studio/seminar courses will be required at a lower year level.
  - c. The student must bring documentation of all previous formal study to the Portfolio Interview if s/he wishes to apply for Transfer of Credit.
4. Each Faculty will provide a list of successful candidates to Admissions & Recruitment. Once received, Admissions & Recruitment will begin processing Transfer of Credit applications.
5. Applicants will be informed of their admission status by late March/early April.
6. Successful applicants who have applied for Transfer of Credit will be informed of the result by mid-April. At that time they will also be advised of summer semester courses (notably in Liberal Studies) they should consider taking.
7. Advising: All Advanced Standing students should book an advising session with their home Faculty and with the Faculty of Liberal Studies as soon as possible following admission and in any event prior to registration (by the end of June).

### **Procedures for Transfer Credit:**

1. Advanced Standing applicants should apply for Transfer Credit at the time of the Portfolio Assessment.
2. All other students wishing to apply for Transfer Credit should do so immediately upon admission to OCAD. Applications for Transfer Credit may be considered up to 12 months after admission. Applications will not be accepted more than 12 months after admission.
3. Any transcript and/or course descriptions or other documents required for transfer of credit assessment must be submitted in either English or French. If not issued in English or French the original document must be accompanied by a notarized translation.
4. The Admissions & Recruitment Office maintains a database of course equivalencies based on previous Transfer Credit assessments and has the authority to award Transfer Credit based on this database but within the limitations of the Transfer Credit Policy.
5. Any new or undocumented Transfer Credit requests are sent to the relevant Faculty Office for assessment. The result of each new or revised assessment will be entered in the Admissions & Recruitment Transfer Credit database.
6. Any questionable or unclear situations will be referred to the relevant Faculty office. The process of determining course equivalencies, particularly in the context of graduation requirements, requires close collaboration between the Admissions & Recruitment representative responsible for Transfer Credit and the Faculty offices.
7. Once per year, Admissions & Recruitment will meet with the Faculty offices to review the data on file and to ensure that it is up-to-date and otherwise still valid.
8. Admissions & Recruitment will notify students of the outcome of their Transfer Credit applications.
9. Students may appeal Transfer Credit decisions by submitting additional information with a formal request for reconsideration to the Admissions & Recruitment Office within 20 business days of the date on their notice of transfer credit.

### **Procedures for Course Challenge:**

1. Request for permission to Challenge a course must be submitted before the end of the second week of classes.
2. If the request is approved, the application for Course Challenge and required fees must be paid within 5 business days.
3. Students apply for Course Challenge through the Office of the Registrar.
4. The student must present evidence of prior learning and receive permission to challenge a course for credit from the Dean or designate of the Faculty offering the course.
5. The student will complete appropriate advising as determined by the university and the Faculty.
6. The Faculty will determine the appropriate mode(s) of assessment for the course(s), e.g., examination, dossier, portfolio, demonstration, interview, and/or presentation.
7. Students with previous teaching experience in the area will be assessed based on:
  - a. a dossier that includes their résumé and course outlines;
  - b. a structured interview;
  - c. an examination (if further evidence is required by the course instructor).
8. Once the student and the Dean or designate agree to proceed with Course Challenge, the student must complete and sign a Course Challenge Agreement Form, and return the form to the Registrar's Office prior to the assessment.
9. The Course Challenge fee (1/2 the regular course fee plus a \$100 assessment fee) must accompany the Agreement Form. In the event the student is unsuccessful, s/he forfeits both fees. The Assessor receives the \$100 assessment fee.
10. If the student does not receive credit after challenging a course, a note to this effect will be placed in the student's file but will not be entered on the official transcript. Students may challenge the same course only once.