CNIB Advanced Standing Policy and Procedure

POLICY

1 PURPOSE

This policy and procedure outlines how Advanced Standing is recognized at the Canadian National Institute of Business (CNIB) while ensuring compliance with the Private Training Act, Private Training Regulation, and Education Quality Assurance (EQA) Code of Practice.

2 SCOPE

This policy applies to all CNIB academic programs where advanced standing may be granted through credit transfer, recognition of prior learning (RPL), or articulation agreements.

3 POLICY STATEMENT

CNIB is committed to maintaining the integrity of its academic programs while facilitating pathways for students through Advanced Standing. This will be done in accordance with PTIB and EQA regulations to ensure transparency, fairness, and academic quality.

4 TYPES OF ADVANCED STANDING

Advanced Standing (AS) is recognition of achieving a portion of the required knowledge, skills and understanding of units in a course of study, expressed as an equivalent unit and is given an 'AS' grade on the students' academic transcript. It can be awarded in the following ways:

4.1 **Specified Academic Credit**

Granted for completed formal academic studies that align with CNIB's learning outcomes.

4.2 **Recognition of Prior Learning (RPL)**

Granted based on prior experiential learning that meets the required competency standards.

4.3 **Credit Transfer Agreement**

Advanced Standing may be granted through formal agreements with recognized institutions.

4.4 The Institute will not give unspecified or block advanced standing.

PROCEDURE

5 LIMITS ON ADVANCED STANDING

5.1 CNIB limits the award of Advanced Standing to the following:

5.1.1 Diploma Programs

Maximum of 50% credit transfer.

5.1.2 Certificate Programs

Maximum of 33% credit transfer.

5.1.3 Bachelor's Degree

No advanced standing for 300-level courses.

5.1.4 Advanced Standing will not be awarded if it disadvantages the applicant's future academic or career prospects.

6 APPLICATION PROCESS

6.1 Submission Timeline

Applications must be submitted before program commencement or within the first two (2) weeks of study. Late applications will be rejected.

6.2 6.2 Required Documentation:

6.2.1 Completed Advanced Standing Application Form (with declaration of understanding)

6.2.2 Official Academic Transcripts (certified copies)

6.2.3 Course Outlines & Syllabi (for credit transfer requests)

6.2.4 Employment Records & Work Experience Evidence (for RPL applications)

6.2.5 Professional Certifications (if applicable)

6.3 Assessment Criteria

Applications will be assessed based on equivalence of:

6.3.1 Learning outcomes

6.3.2 Course content & credit hours

6.3.3 Assessment methods

6.4 Decision-Making Authority

Decisions on Advanced Standing applications are made by the Academic Dean in consultation with the Registrar. Decisions must be documented, justified, and recorded in the student file.

7 APPEALS PROCEDURE

7.1 Grounds for Appeal

Appeals may be submitted if the applicant believes that due process was not followed or relevant evidence was overlooked.

7.2 Appeal Submission

Appeals must be submitted within ten (10) business days from the date of decision.

7.3 Review Process

Appeals will be reviewed by an Academic Appeals Committee consisting of at least three senior academic staff members. The final decision will be communicated within fifteen (15) business days.

8 COMPLIANCE & RECORD KEEPING

8.1 All Advanced Standing decisions must be recorded in the student's academic file and maintained for a minimum of five (5) years in accordance with PTIB regulations.

8.2 CNIB will provide annual reports on Advanced Standing applications, approvals, and denials to ensure compliance with regulatory requirements.

9 RESPONSIBILITIES

The Dean, Registrar and Admission Officer are responsible for the implementation of this policy and procedure.

10 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	
Administrator	

RECOGNITION OF PRIOR LEARNING APPLICATION FORM

Student Name			
Address			
Student ID		DOB	
Email		Phone	

Recognition Type (Check One)

☐ Credit Transfer

☐ Recognition of Prior Learning (RPL)

☐ Articulation Agreement Transfer

Course(s) for Recognition

CNIB Course Code	CNIB Course Name	Previous Institution	Equivalent Course Code	Equivalent Course Name

Supporting Documents Checklist

☐ Official Transcripts

☐ Course Outlines & Syllabi

☐ Work Experience Records

☐ Professional Certifications

☐ Resume / CV

Declaration

I confirm that the information provided is accurate and that I have read and understood CNIB's Prior Learning Assessment and Recognition Policy and Procedure.

Student Signature		Date	

CNIB Use ONLY

All Documents Submitted	☐ Yes ☐ No	Assessor Name	
Meets 80% Learning Outcomes?	☐ Yes ☐ No	Position	
Approved?	☐ Yes ☐ No	Signature	
		Date	