

RECOGNITION OF PRIOR NON-FORMAL AND INFORMAL LEARNING

Section: Academic/Student (AC)
Subject: Student Performance and Behaviour

Legislation:
Effective: March 19, 2014
Revision: September 1, 2016 (reformatted); December 13, 2016

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to recognize the importance of student learning pathways. This includes recognizing a student’s prior learning, knowledge and current competence where appropriate and possible, and pursuing articulation opportunities both for SAIT graduates and for students coming to SAIT.

PROCEDURE**DEFINITIONS**

Informal learning The knowledge, skills, abilities and attitudes that a student has acquired through life/work experience, as demonstrated through one or more of an oral exam or interview, performance assessment, product assessment, portfolio assessment, demonstration, self-assessment, external evaluation or worksite assessment.

Non-formal learning The knowledge, skills, abilities and attitudes that students have acquired from non-credit courses, on-the-job training and professional workshops, as demonstrated through oral exam or interview, performance assessment, product assessment or portfolio assessment.

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Student A person who has a SAIT ID number and a student record.

Student record A record created for a person who has confirmed that person's intention to attend SAIT, and which allows that person to be eligible to register for SAIT courses.

PROCEDURE

A. Eligibility of Students and Courses

1. Any student as defined in this procedure is eligible to apply, provided that the student is pursuing a SAIT credential.
2. Students who wish to obtain credit towards an apprenticeship program must apply to Alberta Industry and Training for recognition of their prior learning.
3. Students may use their non-formal and informal learning to apply for credit for one or more SAIT courses if their learning is sufficient in content and meets the requirements of the SAIT course for which credit is sought.
4. Non-formal and informal learning for which credit is sought may be used in combination with courses taken at another institution(s).
5. The decision to as to which courses are eligible for non-formal and informal learning credit assessment is at the discretion of the school/department delivering that course.

B. Limitations

1. Credit is granted for current knowledge, skills and abilities demonstrated to have arisen from non-formal and informal learning. Currency will depend on the nature of the program and course for which credit is being sought. Where a student is applying for credit based on work experience, a minimum of one year full-time, or equivalent, relevant work experience is generally required.
2. Non-formal and informal learning approvals are subject to the 50% residency requirement as set out in procedure [AC.3.1.1 Grading and Progression](#).

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3. If a student has failed a SAIT course, the student may subsequently apply for recognition of the non-formal or informal learning the student has acquired since failing the course.
4. Demonstrated non-formal and informal learning must be a minimum 80% match to the curriculum of the course(s) for which credit is sought.
5. Non-formal and informal learning credits cannot be used to administer partial credits for a SAIT course.

C. Procedure

1. Application for non-formal and informal learning credit shall be made to the Office of the Registrar.
2. A student may apply for credit for non-formal or informal learning at any time before the midpoint of the course for which the student is seeking credit. However, if the student is registered in the course for which credit is being sought and wishes to receive a tuition refund if granted credit, the student must apply for the credit before the end of the add/drop period for that course (or the cancellation deadline, in the case of a continuing education course).
3. The academic chair/coordinator will provide the student with the course outline for the course for which the student is seeking credit, either at this point in the process or at any time earlier at the student's request.
4. A student should register in, continue attending, and not drop or withdraw from the course until the student has been advised on the success of the credit application.
5. A student who receives credit for a course in which the student is currently registered and who is eligible to drop or withdraw from the course is responsible for ensuring that the student has been dropped from or has withdrawn from the course.
6. It is solely the student's responsibility to provide satisfactory documentation demonstrating the equivalency of the student's prior non-formal or informal learning to the courses for which credit is sought. This documentation must meet the requirements as defined by SAIT.
7. The academic chair/coordinator who is responsible for the course is responsible for reviewing and assessing the student's application within ten business days of the

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student submitting all the supporting documentation that is required for the credit request.

8. The academic chair/coordinator will notify the Office of the Registrar of the decision.
9. The Office of the Registrar will notify the student as to whether or not the credit has been approved.
10. The Office of the Registrar will record approved non-formal or informal learning credit on the student's academic record as a credit (CR).
11. The credit received will not be included in the calculation of the student's grade point average (GPA), as per procedure [AC.3.1.1 Grading and Progression](#).
12. Non-formal or informal credit awarded for a course is for that course alone; pre-requisite courses will not automatically receive credit.
13. If a student is unsuccessful in obtaining credit and wishes to challenge that decision,
 - a) The student shall first meet with the academic chair/coordinator who is responsible for the course to informally resolve the situation, within five business days of being advised that the student was unsuccessful in obtaining credit.
 - b) If the situation cannot be informally resolved, the student may formally raise the issue within five business days of that meeting by way of a letter to the dean or designate responsible for the course.
 - c) The dean or designate responsible for the course shall decide whether the appeal can be considered by way of a documentation review or whether a formal face-to-face meeting with the student is required. If the dean or designate determines that the appeal requires a formal face-to-face meeting with the student, the student is entitled to bring the SAITSA vice president, academic or designate to the hearing for advice and support; in general, however, only the student shall speak on the student's behalf.
 - d) The dean or designate shall consider the appeal within seven business days of receiving the student's appeal request, and shall advise the student in writing of the decision and its rationale within five business days of considering the appeal.
 - e) The decision of the dean or designate is final and binding.

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D. Fees

1. Fees are representative of the services performed in the credit assessment process and are not based on the amount or number of credits awarded.
2. Fees payable for a non-formal or informal learning credit application are specified in SAIT's Fee Schedule. Fees are non-refundable and must be paid at the time the student applies for the credit.

POLICY/PROCEDURE REFERENCE

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| AC.3.18 | Recognition of Prior Learning policy |
| AC.3.18.1 | Challenge Examinations procedure |
| AC.3.18.2 | Transfer Credit procedure |
| AC.3.18.4 | Course Equivalency Recognition procedure |
| AC.3.18.5 | Articulation procedure |

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