

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

Legislation:	
Effective:	December 13, 2016
Revision:	

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 Polytechnic graduates and for students coming to SAIT.

PROCEDURE

DEFINITIONS

Advanced standing

The status given to a student who commences a program with credit granted for certain components of the program in recognition of previously completed studies or prior learning. Please note that other institutions may use different definitions of advanced standing.

Articulation

The evaluative process which connects programs and credentials by determining the transferability of credit between two partnering post-secondary institutions. This process involves developing and implementing articulation agreements that facilitate the creation of student learning pathways and the movement of students between institutions. In most cases, one credential is used towards the completion of a more advanced credential either in order to

The official controlled version of this document is held in the Board of Governors Office.

Articulation agreement

satisfy admission requirements or to award advanced standing.

An agreement between two post-secondary institutions—a sending institution and a receiving institution—that specifies how the sending institution’s course(s) or program will be accepted for transfer credit at the receiving institution. It can take the form of course-to-course transfer or a block transfer. Two types of agreements are possible:

Receiving agreement An agreement whereby SAIT receives transfer students from a partner institution into a SAIT program.

Sending agreement An agreement whereby SAIT sends its students to a partner institution.

Block transfer

Where a student who has successfully completed a credential or a group of courses at one post-secondary institution is awarded transfer credit for a group of courses that collectively satisfies part of the requirements for another credential. This group of courses must have an academic wholeness and integrity that can be related meaningfully to a program at another post-secondary institution. Based on overall equivalence to a defined set of course and/or program learning outcomes, block transfer enables transfer students to enter a program with advanced standing.

Course-to-course transfer

Evaluation of an individual course or courses taken at one post-secondary institution and used towards a program in another post-secondary institution.

Equivalent course

A SAIT course that is determined to be at least 80% equivalent to another SAIT course.

Specified credit

Where credit is awarded for a specific course. Specified credit may be used towards meeting prerequisite or specific program requirements.

Unspecified credit

Where credit is granted when no direct transfer is offered. Unspecified credit is discipline-specific, is granted at the

The official controlled version of this document is held in the Board of Governors Office.

appropriate year level and may be used towards meeting elective requirements.

GOVERNING PRINCIPLES

1. Articulation is a valuable process for students and for SAIT. It functions as a proxy for the quality of SAIT's curriculum, it promotes collaboration between SAIT and other institutions, and it helps to attract prospective students to SAIT. Most important, it reduces barriers for incoming students and for our graduates by increasing learning pathways and eliminating the need to repeat learning experiences.
2. SAIT adheres to articulation procedures that are consistent with the Alberta Council on Admission and Transfer (ACAT) principles and best practices.
3. Articulation agreements will protect and preserve the academic integrity of SAIT's courses and programs.
4. The school's dean or designate must approve an articulation agreement.
5. The vice president, academic must sign all articulation agreements. In some circumstances, the other institution may also require SAIT's president and CEO to sign an articulation agreement.

PROCEDURE

A. Eligibility of Students and Courses

1. Articulation agreements are to be made primarily with public government-recognized post-secondary institutions or with SAIT-recognized training facilities. If partnerships with private institutions arise, that institution must have the authority to grant credentials by act of the provincial/territorial legislature or the international equivalent or through a government-mandated quality assurance mechanism.
2. Students who wish to learn about the articulation opportunities available to them, either as SAIT graduates pursuing further education elsewhere or as students coming to SAIT, should inquire with the Articulation Office, their academic chair/coordinator or their academic advisor.

The official controlled version of this document is held in the Board of Governors Office.

3. Students are responsible for consulting with their academic chair/coordinator or their academic advisor to determine if and how transferred courses apply toward satisfying graduation requirements.

B. Limitations

1. An articulation agreement does not guarantee admission into a receiving or sending institution or its program of study and does not confer priority status.
2. Advanced standing awarded at SAIT as a receiving institution through an articulation agreement with a sending institution is subject to the 50% residency requirement, as set out in procedure [AC.3.1.1 Grading and Progression](#). Advanced standing awarded by a receiving institution through an articulation agreement with SAIT is subject to the residency requirements of that institution.
3. A block transfer credit is based on the articulation agreement as a whole and is not subject to the 80% content match to specific SAIT courses. However, all courses within the block must have been taken a maximum of five years prior to the application for credit, and the student must have passed each course in the block and must have attained a minimal overall GPA of 2.0 on a 4.0 scale.

C. Procedure

1. Students coming to SAIT:
 - a) The student must apply and be accepted into a SAIT program as per procedure [AC.1.5.1 Admission](#).
 - b) Following acceptance, the student must advise the student's academic chair/coordinator of the student's transfer status.
 - c) The student's academic chair/coordinator or academic advisor will notify the Office of the Registrar of the student's transfer status.
 - d) The Office of the Registrar will review the student's record as it relates to the articulation agreement and will update the student's record.
 - e) The student should review the graduation plan with the student's academic chair/coordinator, for assistance with scheduling the remaining courses required to graduate from the program.

The official controlled version of this document is held in the Board of Governors Office.

- f) If applicable, elective credit options will be evaluated through the process outlined in procedure [AC.3.18.2 Transfer Credit](#).
 - g) The student must complete the program's requirements within the timelines set out for that program, as per procedure [AC.3.1.1 Grading and Progression](#).
2. SAIT students going to another post-secondary institution:
- a) The student must apply to and be accepted into the receiving post-secondary institution.
 - b) The student is responsible for providing all documentation that the receiving post-secondary institution requires.
 - c) The receiving post-secondary institution is responsible for updating the student's record in accordance with the terms of the articulation agreement.
 - d) The student is responsible for being aware of the receiving institution's policies and procedures.
3. The articulation coordinator will:
- a) In conjunction with the school/department, monitor curriculum changes to ensure transfer consideration and timely change notification is a part of program review criteria.
 - b) Regularly review articulation agreements to ensure they are correct and accurate. Ideally, each articulation agreement will be reviewed every two years, and no later than every 5 years as per the program quality review process established in procedure [AC.2.19.1 Program Quality Assurance](#).
 - c) Regularly review the performance of each articulation agreement. Measures used to assess the performance of an agreement may include but are not limited to:
 - i) The number of students from the sending institution admitted into the receiving institution during the prior year;
 - ii) The success rate of students from the sending institution admitted into the receiving institution in the prior year;

The official controlled version of this document is held in the Board of Governors Office.

- iii) Admission procedures, timelines and special requirements for the programs covered in the articulation agreement.
- 4. Roles and responsibilities are set out in Schedule A, an Associated Document to this procedure.

ASSOCIATED DOCUMENTS

Schedule A Roles and Responsibilities

POLICY/PROCEDURE REFERENCE

AC.3.18	Recognition of Prior Learning policy
AC.3.18.1	Challenge Examinations procedure
AC.3.18.2	Transfer Credit procedure
AC.3.18.3	Recognition of Prior Non-Formal and Informal Learning procedure
AC.3.18.4	Course Equivalency Recognition procedure

The official controlled version of this document is held in the Board of Governors Office.