

Section:	Academic/Student
Subject:	Programs and Curriculum
Legislation:	<i>Post-Secondary Learning Act</i> , S.A. 2003, c.P-19.5
Effective:	November 24, 2009
Revision:	February 11, 2011, October 14, 2011

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to ensure that SAIT Polytechnic standard credentials and credits promote student mobility and support SAIT's strategy.

PROCEDURE

PHILOSOPHY

A standard credential framework is essential to providing common academic weight and integrity to the credentials and credits that SAIT Polytechnic offers. This will help ensure that SAIT credentials are comparable with credentials offered by other post-secondary institutions, improve the mobility of SAIT students and graduates, and are valued by employers.

GOVERNING PRINCIPLES

1. Through the provisions of the *Post-Secondary Learning Act*, SAIT may grant certificates, diplomas, applied degrees and baccalaureate degrees to recognize learning in Alberta government-approved credit programs that are consistent with SAIT's mandate.
2. SAIT may also grant institution-approved credentials to recognize learning in non-credit programs that are not Alberta government-approved.

DEFINITIONS

Corporate Logo	A graphic symbol or representation that identifies a particular corporation or organization.
Course	Organized subject matter in which instruction is offered with specific learning outcomes within a given period of time.

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Credit	A measure of the total amount of learning effort in a course, including both the class/tutorial/laboratory/workshop/workplace experiential learning time and the amount of independent learning that a student must do to succeed in that course.
Credit Course	A course that is part of a program approved by the Alberta government, and that has a credit value associated with it. It may be offered in the daytime or evening, through face-to-face delivery, distance delivery, or blended delivery. It is included in the calculation of a student's grade point average.
Credit Program	A program that is approved by the Alberta government. It may be a grant funded program, or a non-grant funded, earned revenue program.
Independent Learning	Learning that a student does outside of scheduled class time. This may include but is not limited to study, assignment work, preparation for labs, and report writing.
Non-credit Course	A non-credit course is not part of an Alberta government-approved program, and does not have a credit value associated with it. It is not included in the calculation of a student's grade point average.
Non-credit Program	A program that is not approved by the Alberta government.
Program	A prescribed curriculum leading to a SAIT credential. A program is divided into a number of courses.
Workplace Experiential Learning Course	A course that the student completes primarily in a workplace setting.

PROCEDURE

A. Types of Credentials

- SAIT credentials approved by the Alberta government include:
 - Baccalaureate Degree: Minimum of 120 credits and a maximum of 149 credits. A Baccalaureate Degree program is generally a 4-year program.
 - Applied Degree: A post-Diploma or post-Degree credential. Minimum of 120 credits and a maximum of 139 credits. It consists of a Diploma or Degree taken at SAIT or at another post-secondary institution, 30 credits of class and laboratory coursework, and 30 credits of Directed Field Studies. An Applied Degree program is generally a 4-year program, with the prerequisite Diploma or Degree considered as the first two years of the program.
 - Diploma: a minimum of 60 credits and a maximum of 79 credits. A Diploma program is generally a 2-year program.

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d) Certificate: a minimum of 12 credits and a maximum of 49 credits.

2. Other SAIT-approved credentials include:

a) Certificate of Participation: Recognizes participation in and attendance at a course or program which is a maximum of 143 hours in length.

b) Certificate of Completion: Recognizes completion of a program which includes a formal evaluation of performance, and which is a minimum of 16 hours and a maximum of 143 hours.

c) Certificate of Achievement: Recognizes completion of a course or program which includes a formal evaluation of performance, and which is a minimum of 144 hours.

d) Certificate of Accomplishment: Recognizes completion of the technical training portion of an apprenticeship program. The apprentice must complete the final period and at least one other period of study at SAIT to qualify for this SAIT credential.

e) International Certificate of Participation: Recognizes participation in a course or program which does not include a formal evaluation of performance and which is over 6 hours.

f) International Certificate of Training: Recognizes completion of a program which includes a formal evaluation of performance and which is a minimum of 16 hours.

B. Credential Framework for Credit Programs

1. This framework applies to new credit programs and to credit program redesigns, excluding apprentice programs.

2. New programs and program redesigns will result in a credential as defined above in paragraph A.1.

3. A program will generally consist of 15 credits per semester. A semester may have fewer than 15 credits where the semester is comprised of a workplace experiential learning course(s).

4. Courses within a program will have the following credits:

a) Double course: 6 credits

b) Full course: 3 credits

c) Half course: 1.5 credits

d) Workplace experiential learning course: 1.5, 3, 6, or 7.5 credits, depending on the nature of the course and program. Please note that credits for workplace experiential learning are based on the nature of that learning and the level of supervision and instruction the student receives. They are also determined based on full load equivalencies established by the Alberta government. Accordingly, credits for these courses are determined in collaboration between the school/department and the Office of the Registrar. Contact the Office of the Registrar for further information.

e) Applied Degree Directed Field Studies Courses: 15 credits for a course lasting one semester or 30 credits for a course taking place over a full year.

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5. a) A semester within a program will generally be structured as:
 - i) 5 full courses;
 - ii) 4 full courses and 2 half courses;
 - iii) 3 full courses and 1 double course; or
 - iv) 2 full courses, 1 double course, and 2 half courses
- b) A semester within a program may be structured differently where the semester is comprised of a workplace experiential learning course(s).
6. A credit will be designed to reflect approximately three hours of learning effort per week. This includes in-class time, tutorials, laboratories, and practical/and/or independent learning time. A full face-to-face delivery course consists of three to nine weekly contact hours. Other delivery modes will reflect the same total learning hours per week.
7. The Vice President Academic must approve the total program hours.
8. The total amount of learning effort required for a student to complete the program shall be distributed as evenly as possible over the length of the program.
9. A program may include workplace experiential learning. There are three types of workplace experiential learning:
 - a) Practicum, Directed Field Studies, and Internship courses:
 - i) These terms are interchangeable, and depend on the particular industry in which the course takes place.
 - ii) There is a set of learning outcomes for the course.
 - iii) The student will receive a letter grade. This grade is included in the calculation of the student's grade point average, and appears on the student's transcript.
 - iv) Student participation can be paid or unpaid by the employer.
 - v) The course is required for graduation.
 - b) Cooperative and Cooperative Work Term courses:
 - i) These terms are interchangeable, and depend on the particular industry in which the course takes place.
 - ii) There is no set of learning outcomes for the course.
 - iii) The student will receive a P/NP (Pass/No Pass). This grade is not included in the calculation of the student's grade point average, but does appear on the student's transcript.
 - iv) Student participation can be paid or unpaid by the employer.
 - v) The course is not required for graduation.
 - c) Work Experience:
 - i) There is neither a course nor a set of learning outcomes.
 - ii) A student does not receive any grade. Work experience does not appear on the student's transcript, but the student may choose to list this on his/her resume.
 - iii) Student participation can be paid or unpaid by the employer.
 - iv) Work experience is not required for graduation.

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C. Course Subject and Numeric Codes

1. Course subject and numeric codes are determined by the school/department delivering the course in consultation with the Registrar's Office.
2. A course subject code is a four-letter acronym describing the course's subject matter and not the program.
3. Course numbers shall be assigned to new credit and non-credit courses as follows.
 - a) Programs other than Baccalaureate Degree programs:
 - 100-199 – Academic upgrading courses and general interest (non-academic) courses with no credit value
 - 200-299 – First year courses (programs less than applied degree)
 - 300-399 – Second year courses (programs less than applied degree)
 - 400-499 – Third year courses (includes applied degree)
 - 500-599 – Fourth year courses (includes applied degree)
 - b) Baccalaureate Degree programs: courses will be assigned a four-digit numeric code.
 - c) Course numbers in the 6000-6999 and 8000-8999 series are allocated for individual modules (a sub-set of a full course).
4. In the event of curriculum re-sequencing, courses may be moved within a program, and this may result in course numbers that are out of sequence.

D. Granting of Credentials

1. SAIT will issue credentials to students who have satisfied all program and SAIT graduation requirements.
2. The Registrar's Office will:
 - a) maintain the standardized credential printing template and stock;
 - b) maintain all student records associated with credentials and graduation; and
 - c) issue Baccalaureate Degrees, Applied Degrees, Diplomas, Certificates, Certificates of Accomplishment, Certificates of Completion, and Certificates of Achievement.
3. Schools/departments will prepare and issue International Certificates of Participation, International Certificates of Training, and Certificates of Participation in accordance with the usage and requirements of the applicable sponsoring or mandating organization and using the standardized template maintained and provided by the Registrar's Office.
4. In cases where a student is eligible for more than one credential arising from the same set of courses, only the highest-level credential will be awarded to the student.
5. The Registrar's Office will issue a replacement credential to a graduate whose name has changed or whose credential has been lost/destroyed, upon the graduate's request and upon the graduate paying the applicable fee and completing the necessary documentation.

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6. Granting of Posthumous Credentials:
 - a) The Registrar’s Office is responsible for granting posthumous credentials.
 - b) A Dean may request a posthumous credential if a deceased student was formally registered in the final term of his/her studies for that credential.
 - c) The Dean and Registrar will draft a letter to the family informing the family that the credential will be granted and inviting the family members to the convocation ceremony.
 - d) The deceased student’s name in the graduation program will be followed by the word “posthumous.” Posthumous will also be noted on the deceased student’s transcript.

7. A school or department may, at the request of a corporate client and in consultation with the Office of the Registrar, decide to place a corporate logo on a SAIT-approved credential, provided that:
 - a) The credential is being awarded for a course or program that has been delivered exclusively to the corporate client and the students taking that course or program are in a cohort with a defined start and end date.
 - b) The logo, which may be in color or in black-and-white, is placed lower on the credential than the SAIT crest, and is smaller in size than the SAIT logo. For examples of SAIT-approved credentials with corporate logos, refer to Samples of Credentials with Logos, an Associated Document to this procedure.
 - c) The school or department provides the logo to the Office of the Registrar, so that it can be properly placed on the credential.

E. Semester Length

1. Each semester shall be 15 weeks in length, including the final exam week. This does not apply to apprentice programs.

ASSOCIATED DOCUMENTS

Credentials Summary
Samples of Credentials with Corporate Logos

POLICY/PROCEDURE REFERENCE

AC.2.1 Academic Year Policy
AC.2.16 Workplace Experiential Learning Policy
AC.2.17 Credentials Policy
AC.3.1.1 Grading and Progression Procedure
AC.3.15 Death of a Student Policy

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