

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

Legislation:	
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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

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 at another post-secondary institution.

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Equivalent course

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

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.

Transfer credit

Upon successful demonstration of course transferability, credit is granted for a specific SAIT course(s) based on a course(s) completed at another post-secondary institution. Credit may be awarded through a block transfer or through course-to-course transfer.

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

GOVERNING PRINCIPLES

1. Transfer credit is determined by reviewing and comparing the content of the course from another post-secondary institution with the content of the SAIT course, in relation to a variety of factors including but not limited to:
 - a) Course description;
 - b) Topics/subjects covered in the course;
 - c) Learning outcomes and objectives;
 - d) Assessments/evaluations;
 - e) Course credits;
 - f) Course hours;

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- g) Course role and depth of learning (in relation to courses in SAIT's degree programs).

PROCEDURE

A. Eligibility of Students and Courses

1. Only those courses completed at a public government-recognized post-secondary institution other than SAIT or at a SAIT-recognized training facility will generally be considered for transfer credit. However, courses from a private institution may be considered for transfer credit if that institution has the authority to grant credentials by act of the provincial/territorial legislature or the international equivalent or through a government-mandated quality assurance mechanism. Course-to-course equivalencies between SAIT courses are governed by procedure [AC.3.18.4 Course Equivalency Recognition](#).
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. A grade is required for the course to be eligible for transfer. Transfer credit shall not be granted for a course where the transcript reflects a special grade such as ATT, AUD, P, etc.; however, students may still be eligible for recognition of such prior learning under procedure [AC.3.18.3 Recognition of Prior Non-formal and Informal Learning](#).
4. Students may use one or more transfer courses to apply for credit for one or more SAIT courses. Courses taken at another institution for which credit is sought may be used in combination with related non-formal and informal learning.
6. Transfer credit may be awarded on a block transfer basis or on a course-to-course basis.
7. Transfer credit will only be granted to a person who is a student as defined in this procedure and who is pursuing a SAIT credential. Individuals who are registered for a course but who are not seeking a SAIT credential may request a pre-requisite waiver.
8. Non-credit courses cannot be used as transfer credit towards a credit course.

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B. Limitations

1. Transfer credit is generally granted for courses taken a maximum of five years prior to the application for transfer credit.
2. Transfer credit approvals are subject to the 50% residency requirement, as set out in procedure [AC.3.1.1 Grading and Progression](#).
3. A student must have achieved a mark of at least 65% or equivalent in the course(s) for which the student seeks transfer credit.
4. No more than two courses may generally be combined for credit for one SAIT course; each individual grade must meet the minimum 65% or equivalent grade requirement. The Office of the Registrar and the school/department may agree in appropriate cases to combine more than two courses for credit for one SAIT course.
5. The course must be a minimum 80% match to the content of the SAIT course for which credit is sought, subject to the exceptions set out below.
 - a) If a SAIT program has an elective requirement, transfer credit may be granted for courses from an academic discipline or from a subject area within a discipline that meet the elective requirements of that SAIT program, and those courses are not required to meet the 80% content match to a specific SAIT course. The school/department responsible for teaching that area or discipline makes the decision whether or not to grant transfer credit.
 - b) If a SAIT program has an articulation agreement with another post-secondary institution, credit is based on the agreement as a whole and is not subject to the 80% content match to specific SAIT courses.
6. Transfer credits cannot be used to administer partial credits for a SAIT course.

C. Procedure

1. A student may apply for transfer credit at any time before the midpoint of the course for which the student is seeking transfer credit. However, if the student is registered in the course for which transfer credit is being sought and wishes to receive a tuition refund if granted credit, the student must apply for the transfer credit before the end of the add/drop period for that course (or the cancellation deadline, in the case of a continuing education course).

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2. The academic chair/coordinator or designate will provide the student with the course outline for the course for which the student is seeking transfer credit, either at this point in the process or at any time earlier at the student's request.
3. A student should register in, continue attending, and not drop or withdraw from the SAIT course until the student has been advised on the success of the transfer credit application.
4. A student who receives transfer 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.
5. It is solely the student's responsibility to provide satisfactory documentation demonstrating the equivalency and successful completion of the transfer course. The documentation must meet the requirements as defined by SAIT.
6. The academic chair/coordinator responsible for the SAIT course is responsible for reviewing and assessing the student's formal request for transfer credit within ten business days of the academic chair/coordinator receiving the student's request, using the Transfer Credit/Course Equivalency Evaluation Rubric in Schedule A, an Associated Document to this procedure.
7. The academic chair/coordinator or designate will notify the Office of the Registrar of the transfer credit decision.
8. The Office of the Registrar will record an approved Transfer Credit as a credit (CR) on the student's academic record.
9. 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](#).
10. Transfer credit awarded for a course(s) is for that course(s) alone; pre-requisite courses will not automatically receive credit.
11. If a student is unsuccessful in obtaining transfer 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 transfer credit.

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- 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.
12. When a course from another post-secondary institution is determined to be a transfer credit towards a SAIT course and has been entered into SAIT's official student database system, it remains active and is applicable to other students subsequently coming to SAIT with that course, for a maximum of three years. After that time, the transfer credit recognition expires.

D. Fees

- 1. Fees are representative of the services performed in the credit assessment process and are not based on the number of credits awarded.
- 2. Fees may or may not be applicable and are specified in the SAIT Fee Schedule. Fees are non-refundable.

ASSOCIATED DOCUMENTS

Schedule A Transfer Credit/Course Equivalency Evaluation Rubric

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POLICY/PROCEDURE REFERENCE

AC.3.18	Recognition of Prior Learning policy
AC.3.18.1	Challenge Examinations procedure
AC.3.18.3	Recognition of Prior Non-formal and Informal Learning procedure
AC.3.18.4	Course Equivalency Recognition procedure
AC.3.18.5	Articulation procedure

PROCEDURE

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