SAIT

	AC.2.17.1
	CREDENTIALS
Section**:**	Academic/Student (AC)
Subject**:**	Programs and Curriculum
Legislation:	*Post-Secondary Learning Act* (SA 2003 cP-19.5)
Effective:	November 24, 2009
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APPROVED: _____
President and CEO

POLICY

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

PROCEDURE

PHILOSOPHY

A standard credential framework is essential to providing common academic weight and integrity to the credentials and credits that SAIT 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.

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.
Credit	A measure of the total amount of learning effort in a course, including both the scheduled and unscheduled

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class/online/tutorial/laboratory/workshop/work-integrated learning time and the amount of independent learning (as defined below) 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 is included in the calculation of a student's grade point average.

Credit program
A program that is approved by the Alberta government.

Formal evaluation
A student's performance that results in a letter grade, as defined by procedure AC.3.1.1 Grading and Progression-Credit Courses and AC.3.1.3 Grading and Progression-Non-Credit Courses.

Hours
Scheduled or equivalent non-scheduled class time.

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.

Junior course
A course focused on building introductory or foundational knowledge or basic skills. It provides breadth of information about a topic with limited depth of focus on the content area.

Major
A primary area of specialization and a first level of differentiation in a bachelor's degree. It must be approved by the Alberta government.

Minor
A secondary area of specialization outside the major in a bachelor's degree. It is approved by SAIT.

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.

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Senior course	A course that transmits or articulates knowledge beyond a basic level. This level may or may not require a pre-requisite or co-requisite, linguistic ability or quantitative skills.
Specialization	An area of differentiation within a SAIT credential other than a bachelor's degree, such as in a diploma.
Work-integrated learning (WIL)	Activities that integrate academic learning in a SAIT program or course with practical applications in a real-world setting,

GOVERNING PRINCIPLES

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

2. The Office of the Registrar is responsible for the credential framework relating to credit courses; the Centre for Continuing Education and Professional Studies is responsible for the credential framework relating to non-credit courses. These two departments work collectively to implement and manage the credential framework on behalf of the institution.

3. A credit program includes only credit courses.

4. A non-credit program includes only non-credit courses.

PROCEDURE

A. Types of Credentials

1. SAIT credit credentials approved by the Alberta government include:

   a) Bachelor's Degree: Minimum of 90 credits and a maximum of 120 credits. A Bachelor's Degree program is generally a four-year program. It consists of a minimum of 72 senior course credits, with the remaining credits comprised of junior courses. It can include majors and minors. Note that additional studies, such

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as the completion of a minor, may result in a student's record showing more than 120 credits for the degree.

b) <u>Applied Degree:</u> Minimum of 60 credits, generally consisting of 30 credits of class and laboratory coursework and 30 credits of work-integrated learning. An Applied Degree program is generally a two-year program with the admission requirement being a diploma or degree or equivalent.

c) <u>Post-Bachelor's Certificate</u>: Minimum of 24 credits and a maximum of 36 credits. It is 8-15 months in length (two-three semesters), with the admission requirement normally being a bachelor's degree (or equivalent) and other program-specific requirements.

d) <u>Post-Diploma Certificate</u>: Minimum of 18 credits and generally a maximum of 30 credits. It is one year or less in length, with the admission requirement normally being a two-year diploma and other program-specific requirements. In some cases, admission may require active registration with a regulatory body.

e) <u>Diploma</u>: Minimum of 60 credits and a maximum of 80 credits. It is two-to-three years in length. It can include specializations.

f) <u>Certificate</u>: Minimum of 12 credits and a maximum of 32 credits. It is one year or less in length.

2. SAIT-approved non-credit credentials include:

a) <u>Professional Certificate</u>: Recognizes completion of a program which includes the formal evaluation of student performance and which is a minimum of one year in length, with program-specific admission requirements.

b) <u>Certificate of Achievement</u>: Recognizes completion of a program which includes a formal evaluation of student performance and which is a minimum of 144 hours.

c) <u>Certificate of Completion</u>: Recognizes completion of a program which includes a formal evaluation of student performance and which is a minimum of 30 hours and a maximum of 143 hours.

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

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e) <u>Micro-credential</u>: Recognizes, through the issuance of a digital badge, the completion of a non-credit course that includes formal evaluation of student performance to assess and verify demonstrated competencies.

3. A summary of SAIT's credentials is set out in Schedule A, Credentials Summary, an Associated Document to this procedure.

B. Credential Framework for Credit Programs

1. This framework applies to credit programs, excluding apprenticeship programs and pre-employment certificate programs based on apprenticeship program curricula.

2. A program will generally consist of 15 credits per term. A term may have fewer than 15 credits where the term is comprised of a work-integrated learning course(s).

3. Courses within a program have the following credits:

   a) Double course: 6 credits

   b) Full course: 3 credits

   c) Half course: 1.5 credits

   d) Work-integrated learning course: 0, 1.5, 3, 6, or 7.5 credits, depending on the nature of the learning, the level of supervision and instruction the student receives, whether it is a required or an optional course in the program, and 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 term or 30 credits for a course taking place over a full year.

4. a) A term within a program is generally structured as:

      i) Five full courses

      ii) Four full courses and two half courses;

      iii) Three full courses and one double course; or

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iv) Two full courses, one double course, and two half courses.

b) A term within a program may be structured differently where the term is comprised of a work-integrated learning course(s).

5. One credit reflects approximately three hours of learning effort per week per term. 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. Blended, online and distance delivery courses will reflect the same total learning hours per week. Work-integrated learning courses are addressed in paragraph B.3d) of this procedure.

6. The vice president, academic must approve the total program hours.

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 Office of the Registrar.

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 Bachelor's degree programs:
   001-199 – Academic Upgrading courses, English Language Foundation courses, and non-credit courses.
   200-299 – First-year courses (programs less than post-diploma certificate and applied degree)
   300-399 – Second-year courses (programs less than post-diploma certificate and applied degree)
   400-499 – Third-year courses (includes post-diploma certificate and applied degree)
   500-599 – Fourth-year courses (includes applied degree)

b) Bachelor's degree program and post-Bachelor's certificate program courses will be assigned a four-digit numeric code.

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.

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D. Granting of Credentials

1. SAIT will issue credentials to students who have satisfied all program and SAIT graduation requirements.

2. The Office of the Registrar will:

   a) Maintain student records associated with credit credentials, the non-credit Certificate of Accomplishment, and graduation.

   b) Issue all credit credentials and Certificates of Accomplishment, using the standardized credential printing template and stock that it maintains for these credentials.

3. The Centre for Continuing Education and Professional Studies will prepare and issue non-credit credentials, with the exception of the Certificate of Accomplishment, using the standardized template maintained and provided in SAIT's systems.

4. If 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. A student who is completing a double major or double specialization in a program is required to complete all courses in both majors or specializations.

6. The Office of the Registrar or the Centre for Continuing Education and Professional Studies will issue a duplicate credential to a graduate whose name has changed, whose credential has been lost/destroyed or who completed a program more than two years ago but who did not receive the credential, upon the graduate's request and upon the graduate paying the applicable fee and completing the necessary documentation.

7. Granting of posthumous credentials:

   a) The Office of the Registrar is responsible for granting posthumous credentials in situations where a deceased student had been formally registered in the final term of studies or had completed at least 75% of that credential.

   b) The dean/director, in consultation with the Office of the Registrar, will notify the family that the posthumous credential will be granted and invite the family to the convocation ceremony.

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c) 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.

8. A school/department may, at the request of a corporate client and in consultation with the Office of the Registrar, place a corporate logo on a SAIT-approved non-credit 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.

   c) The school/department provides the logo to the Office of the Registrar, so that it can be properly placed on the credential.

ASSOCIATED DOCUMENTS

Schedule A   Credentials Summary

POLICY/PROCEDURE REFERENCE

AC.2.17   Credentials policy

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