

**RECOGNITION OF PRIOR LEARNING – NON-CREDIT COURSES**

Section:	Academic/Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	
Effective:	April 13, 2022
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 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.

**Challenge examination**

A comprehensive examination that encompasses the major components or learning outcomes of a course.

**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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<b>Course equivalency</b>	A SAIT course that is determined to be at least 80% equivalent to another SAIT course.
<b>Credit (“CR”)</b>	For the purpose of this procedure, a credit, or “CR” grade, is a grade assigned to a student who has received recognition of their prior learning.
<b>Credit course</b>	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.
<b>Grade point average</b>	The measure of a student’s SAIT academic achievement. It can be calculated in three ways, as set out in procedure <a href="#">AC.3.1.1 Grading and Progression – Credit Courses</a> .
<b>Informal learning</b>	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.
<b>Non-credit course</b>	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.
<b>Non-formal learning</b>	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.
<b>Precluded equivalent</b>	A course that is a 40–79% match in content with another course.
<b>Student</b>	A person who has a SAIT ID number and a student record.
<b>Student record</b>	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.

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**Transfer agreement**

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.

**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.

**GOVERNING PRINCIPLES**

1. A student who wishes to obtain recognition of prior learning (i.e. who wishes to seek credit) towards a non-credit course may do so through a challenge exam, transfer credit, course equivalency recognition or prior non-formal and informal learning recognition. A successful application for prior learning recognition through transfer credit, course equivalency recognition or prior non-formal and informal learning recognition is shown as a “CR” on the student’s record. The grade achieved in the challenge exam becomes the actual grade for the course itself.
2. A student who wishes to apply for prior learning recognition towards a non-credit course must be pursuing a SAIT non-credit credential as defined in procedure [AC.2.17.1 Credentials](#).
3. The Centre for Continuing Education and Professional Studies (CCEPS) manages the prior learning recognition processes for non-credit courses.
4. Prior learning recognition awarded towards a non-credit course is for that course alone, and not for that course’s prerequisites or corequisites.
5. This procedure does not apply to the recognition of prior learning towards credit courses. See procedure [AC.3.18.1 Recognition of Prior Learning – Credit Courses](#), for information on prior learning recognition towards credit courses.
6. Fees for prior learning recognition processes are specified in the SAIT Fee Schedule, are representative of the services performed in the credit assessment process and are not based on the number of credits awarded, and are not refundable. Students may contact CCEPS for information on fees and fee deadlines.

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7. Prior learning recognition approvals are subject to the 50 percent residency requirement as set out in procedure [AC.3.1.3 Grading and Progression – Non-Credit Courses](#).
8. Prior learning recognition cannot be used to administer partial credits towards a SAIT course.
9. The Centre for Continuing Education and Professional Studies (CCEPS) determines which non-credit courses and/or programs are eligible for recognition of a student's prior learning.

## PROCEDURE

### A. Challenge Exams

1. In general, a student wishing to take a challenge examination for a SAIT non-credit course shall apply to CCEPS, at [ConEdadvising@sait.ca](mailto:ConEdadvising@sait.ca). CCEPS will advise the student as to whether a challenge exam is available for the course and as to the challenge exam processes, and will provide the student with the course outline for the course the student wishes to challenge.
2. A student must satisfy all course pre-requisites before taking a challenge examination for that course.
3. A student cannot write a challenge examination for a course that the student has already failed, or for a course that the student has already passed unless the student passed that course more than five years ago.
4. A student may attempt only one challenge examination per course.
5. Procedure [AC.3.4.3 Student Academic Conduct](#) applies to all students completing or attempting a challenge examination.
6. The challenge examination must be completed within ten business days of registering in the examination, or an "F" or "NP" grade will be entered for the examination.
7. A student who misses a scheduled challenge exam is not eligible for a fee refund or for rescheduling of the examination, unless the student's absence is excused as per procedure [AC.3.8.1 Attendance Requirements](#). A student may be required to submit corroborating documents to CCEPS to substantiate the reason for the absence.

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8. CCEPS is responsible for storing the examination and for arranging for its invigilation and marking.
9. The student must submit all portions of the challenge examination when the student takes the examination. Challenge examinations will not be returned to students.
10. CCEPS shall mark the challenge examination and enter the student's grade for the examination within ten business days of the student attempting the examination.
11. Challenge examinations conform to the SAIT grading scale in procedure [AC.3.1.3 Grading and Progression – Non-Credit Courses](#).
12. The minimum grade required to pass a challenge examination for a course is the minimum grade required to pass the course itself. It should be noted that external regulatory bodies may require a higher passing grade in specific courses in order for students to attain recognition or certification from those bodies.
13. Challenge examinations may be appealed within 30 calendar days of receipt of the grade, as per procedure [AC.3.1.3 Grading and Progression – Non-Credit Courses](#).

## **B. Transfer Credit and Course Equivalency**

1. Transfer credit and course equivalency are determined by reviewing and comparing the content of the course from another post-secondary institution (in the case of transfer credit) or from SAIT (in the case of course equivalency) with the content of the SAIT course towards which credit or equivalency is being sought, in relation to 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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2. Course equivalencies should be identified during the program design/redesign and curriculum change processes, so that existing courses can be used in a new or redesigned program and new courses are not unnecessarily created.
3. Eligibility of students and courses:
  - a) To be considered for transfer credit, courses must generally have been completed at a public government-recognized post-secondary institution other than SAIT or at a SAIT-recognized training provider. Courses completed at 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.
  - b) A credit course or a non-credit course can be used as transfer credit or as a course equivalency towards a non-credit course. A course equivalency may be one way, whereby one course is considered equivalent to a second course but not vice versa.
  - c) A grade is usually required for the course to be eligible for transfer credit. Transfer credit may be considered on a case-by-case basis for a course where the transcript reflects a special grade such as ATT, AUD, P, etc.
  - c) 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 transfer credit is sought may be used in combination with related non-formal and informal learning.
  - d) Transfer credit may be awarded on a block transfer basis or on a course-to-course basis. Course equivalencies are awarded on a course-to-course basis only.
  - e) A student who has been academically withdrawn from SAIT and who has taken courses at another post-secondary institution during the period of academic withdrawal may be eligible to apply for transfer credit for those courses towards SAIT courses, as per the requirements of this procedure.
  - f) A student who has been suspended from SAIT due to academic misconduct and who has taken courses at another post-secondary institution during that suspension is not eligible to apply for transfer credit for those courses towards SAIT courses.
  - g) A student who has been suspended from SAIT due to non-academic misconduct and who has taken courses at another post-secondary institution during that suspension may be eligible to apply for transfer credit for those courses towards SAIT courses, as determined by the Registrar and as per this procedure.

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4. Limitations:
  - a) Transfer credit and course equivalency is generally granted for courses taken a maximum of five sequential years prior to the application for transfer credit.
  - b) A student must have achieved a mark of at least 65% or equivalent in the course(s) for which the student seeks transfer credit.
  - c) No more than two courses may generally be combined for transfer credit or course equivalency for one SAIT course; for transfer credit, each individual grade must meet the minimum 65% or equivalent grade requirement. However, CCEPS has the discretion to combine more than two courses for one SAIT course.
  - d) The course must be a minimum 80% match to the content of the SAIT course for which transfer credit or course equivalency is sought. However, if a SAIT program has a transfer agreement with another post-secondary institution, credit is based on the agreement as a whole, as per the provisions of section B.3, procedure AC.3.18.5 Articulation.
  - e) Two courses deemed to be precluded equivalent courses cannot both be used for credit towards the same credential.
5. A student seeking transfer credit or course equivalency for a non-credit course may apply to the Centre for Continuing Education and Professional Studies (CCEPS), at [ConEdadvising@sait.ca](mailto:ConEdadvising@sait.ca). CCEPS will advise the student on the transfer credit or course equivalency processes, and will provide the student with the course outline for the course towards which the student is seeking transfer credit or course equivalency.
6. It is the student's responsibility to provide full and complete information as SAIT requires about the course(s) they are seeking to apply as transfer credit towards a SAIT course, in order to support SAIT's assessment of that prior coursework. This may include, for instance, detailed course outlines and other course materials.
7. CCEPS will review and assess the student's application for transfer credit or course equivalency within ten business days of receiving that application, using the Transfer Credit/Course Equivalency Evaluation Rubric in Schedule A, an Associated Document to this procedure.
8. CCEPS will record an approved transfer credit or course equivalency as a credit (CR) on the student's academic record. The credit ("CR") granted for a non-credit course is not included in the calculation of the student's grade point average (GPA).

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9. If a student is unsuccessful in obtaining transfer credit or course equivalency and wishes to challenge that decision,
  - a) The student shall first meet with a CCEPS advisor, within five business days of being advised of the transfer credit or course equivalency decision.
  - b) If the situation cannot be resolved, the student may formally appeal in writing the decision within five business days of that meeting, to the director or designate, CCEPS. The director or designate has the discretion to decide if a face-to-face meeting is required. If so, the student is entitled to be accompanied to the meeting by another individual for advice and support; in general, however, only the student speaks on the student's behalf.
  - c) The director or designate shall advise the student in writing of their decision and the rationale for that decision within seven business days of receiving the student's appeal.
  - d) The decision of the director or designate is final and binding.

### **C. Prior Non-Formal and Informal Learning**

1. Students may use their non-formal and informal learning to apply for credit towards 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. 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.
2. 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.
3. A student wishing to apply for prior non-formal and informal learning assessment for a course shall apply to the Centre for Continuing Education and Professional Studies (CCEPS), at [ConEdadvising@sait.ca](mailto:ConEdadvising@sait.ca). CCEPS will advise the student as to whether the course is eligible for non-formal and informal learning assessment and as to the assessment processes, and will provide the student with the course outline for the course towards which the student is seeking credit.
4. Non-formal and informal learning for which credit is sought may be used in combination with courses taken at another institution(s).

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5. 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.
6. Demonstrated non-formal and informal learning must be a minimum 80% match to the curriculum of the course(s) towards which credit is sought.
7. It is the student's responsibility to provide full and complete information as SAIT requires about their non-formal and informal learning they wish to apply as credit towards a SAIT course, in order to support SAIT's assessment of that prior non-formal and informal learning.
8. CCEPS will assess the student's application within 10 business days of the student submitting all the supporting documentation that is required for the credit request, using the Prior Non-Formal and Informal Learning Evaluation Rubric in Schedule B, an Associated Document to this procedure. and will notify the student of its decision.
9. If the application is successful, CCEPS will record the approved non-formal or informal learning credit on the student's academic record as a credit (CR). The credit received will not be included in the calculation of the student's grade point average (GPA).
10. If a student is unsuccessful in obtaining credit and wishes to challenge that decision,
  - a) The student shall first meet with a CCEPS advisor, within five business days of being advised of the non-formal and informal learning application decision.
  - b) If the situation cannot be resolved, the student may formally appeal in writing the decision within five business days of that meeting, to the director or designate, CCEPS. The director or designate has the discretion to decide if a face-to-face meeting is required. If so, the student is entitled to be accompanied to the meeting by another individual for advice and support; in general, however, only the student speaks on the student's behalf.
  - c) The director or designate shall advise the student in writing of their decision and the rationale for that decision within seven business days of receiving the student's appeal.
  - d) The decision of the director or designate is final and binding.

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## ASSOCIATED DOCUMENTS

- Schedule A Transfer Credit/Course Equivalency Evaluation Rubric
- Schedule B Prior Non-Formal and Informal Learning Evaluation Rubric

## POLICY/PROCEDURE REFERENCE

- AC.3.18 Recognition of Prior Learning policy
- AC.3.18.1 Recognition of Prior Learning – Credit Courses procedure
- AC.3.18.3 Articulation procedure

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