

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

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 transfer 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 satisfy admission requirements or to award advanced standing.

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-

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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 equivalency

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

Transfer agreement

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

Transfer decision

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

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, the Pan-Canadian Consortium on Admissions and Transfer’s (PCCAT) best practices, and the Colleges and Institutes Canada (CICan) and Canadian Association for Prior Learning Assessment’s (CAPLA) recognized prior learning guiding principles.
3. SAIT adheres to the Lisbon Recognition Convention “...to facilitate the mobility of individuals through the recognition of academic credentials issued in and outside Canada, and to improve access by other countries and individuals to information about the education systems in Canada”. Further information can be found at www.cicic.ca/1398/an-overview-of-the-lisbon-recognition-convention.canada.
4. Transfer agreements will protect and preserve the academic integrity of SAIT’s courses and programs.

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5. A proposed transfer agreement requires approval by the school's dean or designate, SAIT's Contracts, Legal and Insurance Services unit, and the Vice President, Academic in order to be effective. Note that some transfer agreements may also require signature by SAIT's president and CEO.

PROCEDURE

A. Eligibility of Students and Courses

1. Transfer 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 transfer options available to them, either as SAIT graduates pursuing further education elsewhere or as students coming to SAIT, should inquire with the Office of the Registrar, their academic chair/coordinator or their academic advisor.
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. A transfer agreement does not guarantee admission into a to (receiving) or from (sending) institution or its program of study and does not confer priority status.
2. Advanced standing awarded at SAIT as a to (receiving) institution through a transfer agreement with a from (sending) institution is subject to the 50% residency requirement, as set out in procedure [AC.3.1.1 Grading and Progression – Credit Courses](#). Advanced standing awarded by a to (receiving) institution through a transfer agreement with SAIT is subject to the residency requirements of that institution.
3. Block transfer credits:
 - a) A block transfer credit is based on the transfer agreement as a whole. It is not subject to the 80% content match to specific SAIT courses or to the student having received a mark of at least 63% or equivalent in the course(s) towards which the student seeks transfer credit.
 - b) All courses in the block transfer are based on the transfer agreement as a whole and the credential must have been awarded within five years before the student's

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application for credit or the student has been working in the industry related to that degree. The student must also have passed each course in the block, and the student must have attained an overall institutional GPA of at least 2.0 on a 4.0 scale (63-66%).

- c) The student must meet the SAIT admission requirements for the program outlined in the transfer agreement.
- d) SAIT does not need to re-assess any awarded transfer credit from another institution that counted towards the block transfer credential at the partner institution, as long as that prior credential was awarded within five years before the student's application for credit.

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 admission into a program, the student must apply for transfer credit, through transfer.options@sait.ca.
 - c) It is the student's responsibility to provide full and complete information as SAIT requires about their previous post-secondary records. This may include, for instance, detailed course outlines and other course materials.
 - d) The Office of the Registrar will review the student's record as it relates to the transfer agreement and will update the student's record.
 - e) The student should consult with the academic chair/ coordinator and/or their academic advisor if they have questions regarding which granted transfer credit may be used to meet their program requirements after admission and if they later change to a different program.
 - f) If applicable, elective credit options will be evaluated through the process outlined in procedure [AC.3.1.1 Grading and Progression – Credit Courses](#).
 - 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 – Credit Courses](#).
2. SAIT students going to another post-secondary institution:
 - a) The student must apply to the to (receiving) post-secondary institution.
 - b) The student is responsible for providing all documentation that the to (receiving)post-secondary institution requires.

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- c) The to (receiving) post-secondary institution is responsible for updating the student's record in accordance with the terms of the transfer agreement.
 - d) The student is responsible for being aware of the to (receiving) institution's policies and procedures.
3. The Office of the Registrar will:
- a) In conjunction with the school/department, monitor curriculum changes to ensure transfer consideration and timely change notification are a part of program review criteria.
 - b) Regularly review transfer agreements to ensure they are correct and accurate. Ideally, each transfer 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 transfer agreement. Measures used to assess the performance of an agreement may include but are not limited to:
 - i) The number of students from the from (sending) institution admitted into the to (receiving) institution during the prior year;
 - ii) The success rate of students from the from (sending) institution admitted into the to (receiving) institution in the prior year;
 - iii) Admission procedures, timelines and special requirements for the programs covered in the transfer 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 Recognition of Prior Learning – Credit Courses procedure
AC.3.18.2 Recognition of Prior Learning – Non-Credit Courses procedure

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