

<b>Section:</b>	Academic/Student (AC)
<b>Subject:</b>	Student Services
<b>Legislation:</b>	
<b>Effective:</b>	September 21, 2017
<b>Revision:</b>	April 13, 2022

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to recognize student learning achieved through approved co-curricular activities.

**PROCEDURE**

**DEFINITIONS**

**Co-curricular activity (CCA)** An activity that is not part of a student’s academic requirements or activities but that supports student engagement and contributes to campus life. Examples include but are not limited to participation in athletics, student clubs, peer mentoring, peer tutoring, study abroad, competitions, and professional associations and organizations.

**Co-curricular coordinator** A SAIT employee who creates, organizes, publicizes, and administers co-curricular activities.

**Co-curricular record (CCR)** An official SAIT document validating student achievement and involvement in approved co-curricular activities. It is separate from the student’s transcript and academic record.

**Competency** For the purpose of this procedure, a competency is a set of defined behaviours that provides a structured guide enabling

*The official controlled version of this document is held in the Board of Governors Office.*

the validator to identify and evaluate the performance of these behaviours by students engaged in a co-curricular activity. A list of competencies is set out in Schedule A, an Associated Document to this procedure.

**Student**

For the purpose of this procedure, a student is a person currently enrolled in a SAIT credit program.

**Validation process**

A process that determines whether a student has completed the participation requirements (length of time and demonstration of competencies) for the activity to be recognized in the student's co-curricular record.

**Validator**

A SAIT or SAITSA employee responsible, in consultation with applicable stakeholders, for approving or declining students' requests to add activities and competencies to their co-curricular record. The student participating in the activity selects the validator (unless one has already been assigned); for instance, a validator might be the instructor attached to a student club.

**GOVERNING PRINCIPLES**

1. Co-curricular activities (CCAs) allow students to develop transferable knowledge and skills that enhance student learning and employability and are in addition to the knowledge and skills that students acquire through their academic studies.
2. CCAs support and enhance student engagement and employment opportunities. They cannot, however, interfere with a student's academic responsibilities.
3. CCAs encourage and recognize meaningful student involvement outside of the requirements of their academic programs.
4. Students may select more than one activity in any academic year. However, if an activity carries over from one academic year to the next, student will need to select that activity at the start of each academic year.
5. Employees and students may request an activity to be recognized as a CCA by submitting a proposal to the co-curricular records coordinator that provides details on the activity. The coordinator will review the proposal and determine if it qualifies as a CCA.

*The official controlled version of this document is held in the Board of Governors Office.*

6. Detailed processes are set out in the Co-Curricular Recognition Process Manual, Schedule B, an Associated Document to this procedure.

## **PROCEDURE**

### **A. Co-Curricular Record Requirements**

1. In order for a CCA to be considered as part of a student's co-curricular record, it must:
  - a) Require a minimum 12-hour time commitment from the student outside of the student's academic requirements, to be completed within one academic year;
  - b) Align with at least one of the competencies set out in Schedule A, an Associated Document to this procedure; and
  - c) Be approved by the validator.

### **B. Activity Selection**

1. The student logs into the CCR database. The Career Advancement Services unit, Learner Services department, is responsible for managing the CCR database.
2. The student chooses a CCA and a position within that activity. For instance, the activity may be "student club", and the position may be "club treasurer".
3. A student can choose a CCA before, during, or after the start of that activity. However, the student must have all CCA activities for the current academic year entered into the database by August 15 of the following academic year, as per paragraph B.6 of this procedure.
4. The student completes the CCA.
5. The student selects one to five competencies for each chosen CCA. The number of competencies selected will depend on the length and requirements of the specific CCA. The student may complete an optional self-reflection question for each activity.
6. The student submits the CCAs and competencies to be approved by the validator, by August 15 of the following academic year. This allows for the validation of activities up to August 31 of that academic year. After this date, records for the current academic year will be sealed and no previous CCR activities can be entered into the system.

*The official controlled version of this document is held in the Board of Governors Office.*

### C. Validation of a Student's Co-Curricular Activity

1. Should the student experience difficulty finding a validator, the co-curricular coordinator will assist the student in this process.
2. Upon completing the CCA, the student submits via the Co-curricular record module on My Career Module a request for approval of the CCA from the validator.
3. If the validator determines that the student has completed the CCA and demonstrated the competencies (through direct observation), the validator will approve the student's submission. Career Advancement Services will provide validator training.
4. If the validator determines that the student has not completed the CCA or has not demonstrated the competencies, then the validator will decline the student's submission.
5. The student is notified of the validator's decision via My Career Hub.
6. The student prints a record directly from the CCR module. This record is separate and distinct from the transcript issued by the Office of the Registrar.
7. A student unsatisfied with the validator's decision can appeal the decision, as set out in Section D of this procedure.
8. SAIT has the sole discretion to decline the student's submission in a situation where a student has been found to have committed non-academic misconduct, as per procedure AC.3.4.4 Student Non-Academic Conduct, in relation to a CCA.

### D. Appeal Process

1. A student who disagrees with the validator's decision shall first discuss that decision with the validator.
2. If the student is not satisfied with the outcome of that discussion or is unable to contact the validator, the student shall, within 15 business days of the validator initially declining the submission, send an e-mail to SAIT's Career Advancement

*The official controlled version of this document is held in the Board of Governors Office.*



Services manager that outlines the student's concerns and requests the manager to review the decision.

3. At the Career Advancement Services manager's discretion, the review may be by way of a face-to-face meeting, by e-mail or by other form of communication. If the manager determines that the appeal requires a formal face-to-face meeting with the student, the student is entitled to bring an individual with them to the meeting for advice and support; in general, however, only the student can speak on the student's behalf. The validator will usually be present at this meeting.
4. The Career Advancement Services manager's decision is final and binding.

### **ASSOCIATED DOCUMENTS**

- Schedule A List of Competencies
- Schedule B Co-Curricular Recognition Process Manual

### **POLICY/PROCEDURE REFERENCE**

- AC.6.3 Co-Curricular Recognition policy

*The official controlled version of this document is held in the Board of Governors Office.*