

COURSE EQUIVALENCY RECOGNITION

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

Legislation:
Effective: December 13, 2016
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**

- Equivalent course** A SAIT course that is determined to be at least 80% equivalent to another SAIT course.
- Precluded equivalent** A course that is a 40-79% match in content with another 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.

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GOVERNING PRINCIPLES

1. Course equivalences should be identified during the program redesign and curriculum change processes, so that existing courses can be used in a redesigned program or in a new program and new courses are not unnecessarily created.
2. Course equivalencies are determined by reviewing and comparing the content of the courses 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; and
 - g) Course role and depth of learning (in relation to courses in SAIT's degree programs).
3. Course equivalences may be one-way equivalencies, whereby one course may be considered equivalent to a second course, but the second course is not equivalent to the first course.

PROCEDURE

A. Eligibility of Students and Courses

1. This procedure governs course-to-course equivalencies between SAIT courses. Prior learning assessment of courses completed at other post-secondary institutions is governed by procedures [AC.3.18.2 Transfer Credit](#) and [AC.3.18.5 Articulation](#).
2. A course must be a credit course in order to be equivalent to another credit course. A course can be either a credit or a non-credit course in order to be equivalent to another non-credit course.
3. Equivalencies are awarded on a course-to-course basis.

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4. An equivalency will only be granted to a person who is a student as defined in this procedure and who is pursuing a SAIT credential.

B. Limitations

1. An equivalency can be used to meet a program's graduation requirements as long as it has been taken within the program's completion timelines as set out in procedure [AC.3.1.1 Grading and Progression](#).
2. Equivalency approvals are not subject to the 50% residency requirement set out in procedure [AC.3.1.1 Grading and Progression](#).
3. No more than two SAIT courses may generally be combined as being equivalent to another SAIT course. 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.
4. The SAIT courses must be a minimum 80% match. However, if a SAIT program has an elective requirement, an equivalency 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 approve the request for equivalency.
5. A SAIT course cannot be used as a partial equivalency for another SAIT course.
6. Two courses that are deemed to be precluded equivalent courses cannot both be taken for credit towards the same credential.

C. Procedure

1. The academic chair/coordinator responsible for a program that is being redesigned or for a new program that is being developed shall identify possible course equivalencies that may exist in other SAIT programs or departments and shall use those in the redesigned or new program to the extent that this is academically feasible.
2. A student may request the academic chair/coordinator responsible for the course in which the student is registered to assess another SAIT course(s) for equivalency at any time before the midpoint of the course for which the student is seeking the

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equivalency. However, if the student is registered in the course for which an equivalency is being sought and wishes to receive a tuition refund, the student must request the determination of equivalency before the end of the add/drop period (or the cancellation deadline, in the case of a continuing education course) for that course.

3. The academic chair/coordinator will provide the student with the course outline for the course for which the student is seeking course equivalency.
4. The academic chair/coordinator will review and determine the student's request for equivalency, within ten business days of receiving the student's request, using the Transfer Credit/Course Equivalency Evaluation Rubric in Schedule A, an Associated Document to this procedure. If the academic chair/coordinator determines that the courses are equivalent, the academic chair/coordinator shall ensure that the curriculum coordinator for the school/department initiates the necessary curriculum change process.
5. A student should register in, continue attending, and not drop or withdraw from the course until the student has been advised on the success of the request for equivalency.
6. A student whose request for equivalency is approved for a course in which the student is currently registered and who is eligible to drop or withdraw from the course is responsible for dropping or withdrawing from the course.
7. The grade received in the equivalent course will be included in the calculation of the student's credential grade point average (GPA), as per procedure [AC.3.1.1 Grading and Progression](#).
8. An equivalency that is awarded for a course(s) is for that course(s) alone and not for that course's pre-requisites.
9. If a student is unsuccessful in having one course declared equivalent to another and wishes to challenge that decision,
 - a) The student shall first meet with the academic chair/coordinator who initially reviewed the student's request for course equivalency to informally resolve the situation, within five business days of being advised that the student was unsuccessful in obtaining course equivalency.

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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.
10. When a SAIT course has been determined as equivalent to another SAIT course and has been entered into SAIT's official student database system via the curriculum change process as being equivalent, it remains active and is applicable to other students for a maximum of three years. After that time, the course equivalency recognition expires.

ASSOCIATED DOCUMENTS

Schedule A Transfer Credit/Course Equivalency Evaluation Rubric

POLICY/PROCEDURE REFERENCE

AC.3.18 Recognition of Prior Learning policy
AC.3.18.1 Challenge Examinations procedure
AC.3.18.2 Transfer Credit procedure
AC.3.18.3 Recognition of Prior Non-Formal and Informal Learning procedure
AC.3.18.5 Articulation procedure

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