

<b>Section:</b>	Academic/Student
<b>Subject:</b>	Student Performance and Behavior

<b>Legislation:</b>	
<b>Effective:</b>	March 19, 2014
<b>Revision:</b>	

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

## POLICY

The policy of the Board of Governors is to recognize, where appropriate and possible, a student's prior learning, knowledge and current competence as demonstrated through successful completion of a challenge examination, previous post-secondary education, or previous non-formal and informal learning.

## PROCEDURE

### DEFINITIONS

<b>Equivalent course</b>	A SAIT course that is equivalent to another SAIT 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 his/her intention to attend SAIT, and which allows that person to be eligible to register for SAIT courses.
<b>Transfer credit</b>	<p>Upon successful demonstration of course equivalency, credit is granted for a specific SAIT course(s) based on a course(s) completed at another institution. Credit may be awarded through:</p> <p><b>Block Transfer:</b> Awarding of credit for a group of courses that does not equal a whole credential.</p> <p><b>Course to Course Transfer:</b> Evaluation of an individual course received from another post-secondary institution.</p> <p><b>Credential Transfer:</b> Recognition of a completed credential from another institution, often referred to as a "1+1" or "2+2" transfer credit agreement.</p>

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## PROCEDURE

### A. Eligibility of Students and Courses

1. Only those courses completed at a government-recognized post-secondary institution other than SAIT or at a SAIT-recognized training facility will be considered for transfer credit. In general, high school courses will not be considered for SAIT transfer credit.
2. Students who wish to obtain credit towards an apprenticeship program must apply to Alberta Industry and Training for recognition of their prior learning.
3. A grade is generally required for the course to be eligible for transfer. Transfer credit shall not be granted for a course where the transcript reflects a special grade such as ATT, AUD, P, etc; however, students may still be eligible for recognition of such prior learning under AC.3.18.3 Recognition of Prior Non-formal and Informal Learning. In some circumstances, depending on the particular program, transfer credit may be granted for a course where the transcript reflects a CR.
4. Students may use one or more transfer courses to apply for credit for one or more SAIT courses if the transferable course is sufficient in content and credit hours and meets the requirements of the SAIT course for which credit is sought.
5. Courses taken at another institution for which credit is sought may be used in combination with related non-formal and informal learning.
6. Transfer credit may be awarded on a block transfer basis, on a course to course basis, or by way of a credential transfer.
7. Transfer credit will only be granted to a person who is a student as defined in this procedure. Individuals who are registered for a course but who are not seeking a SAIT credential may ask for a pre-requisite waiver.

### B. Limitations

1. Transfer credit is generally granted for courses taken a maximum of five years prior to the application for transfer credit.
2. Transfer credit approvals are subject to the 50 percent residency requirement, as set out in AC.3.1.1 Grading and Progression procedure. Equivalent courses are not subject to this residency requirement.
3. A student must have achieved a mark of at least 65% or equivalent in the course(s) for which he/she seeks transfer credit. Exceptions to this requirement are set out in Schedule A, an Associated Document to this procedure.
4. No more than two courses may be combined for credit for one SAIT course; each individual grade must meet the minimum 65% or equivalent grade requirement.
5. The course must be a minimum 80% match to the content of the SAIT course for which credit is sought, subject to the exceptions set out below. Course credits and/or hours may also be used in the determination of whether transfer credit shall be granted.
  - a) If a SAIT program has an elective requirement, transfer credit 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

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required to meet the 80% content match to a specific SAIT course. The school responsible for teaching that area or discipline makes the decision whether or not to grant transfer credit.

- b) If a SAIT program has an articulation agreement with another post-secondary institution, credit is based on the transfer agreement as a whole and is not subject to the 80% content match to specific SAIT courses.
6. Transfer credits cannot be used to administer partial credits for a SAIT course.

### C. Procedure

1. A student may apply for transfer credit at any time before the midpoint of the course for which he/she is seeking transfer credit. However, if the student is registered in the course for which transfer credit is being sought and wishes to receive a tuition refund if granted credit, the student must apply for the transfer credit before the end of the add/drop period for that course.
2. A student should not drop or withdraw from the course until he/she has been advised on the success of his/her transfer credit application.
3. A student who receives transfer credit for a course in which he/she is currently registered and who is eligible to drop or withdraw from the course is responsible for dropping or withdrawing from the course.
4. It is solely the student's responsibility to provide satisfactory documentation demonstrating the equivalency and successful completion of the transfer course.. The documentation must meet the requirements as defined by SAIT.
5. The Office of the Registrar will record an approved Transfer Credit as a credit (CR) on the student's academic record.
6. The credit received will not be included in the calculation of the student's grade point average (GPA), as per the provisions of AC.3.1.1 Grading and Progression procedure.
7. Transfer credit awarded for a course(s) is for that course(s) alone; pre-requisite courses will not automatically receive credit.
8. If a student is unsuccessful in obtaining transfer credit and wishes to challenge that decision, the Prior Learning and Assessment Recognition office (PLAR) may review the assessment if the student provides additional documentation to the PLAR office within 30 calendar days of receiving the original transfer credit assessment. The decision of the PLAR office is final.

### D. Fees

1. Fees are representative of the services performed in the credit assessment process and are not based on the number of credits awarded.
2. Fees may or may not be applicable and are specified in the SAIT Fee Schedule. Fees are non-refundable.

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## **ASSOCIATED DOCUMENTS**

Schedule A Exceptions to the 65% or equivalent Grade Requirement for Transfer Credit

## **POLICY/PROCEDURE REFERENCE**

AC.3.1.1 Grading and Progression Procedure  
AC.3.18 Recognition of Prior Learning Policy  
AC.3.18.3 Recognition of Prior Non-formal and Informal Learning

**PROCEDURE**

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## SCHEDULE A

### Exceptions to the 65% or equivalent Grade Requirement for Transfer Credit

#### 1. School of Business: Bachelor of Applied Business Administration\*

The Certified General Accountants Association of Canada (CGA) agreement with SAIT requires a 60% grade to be granted credit for a course previously completed at another post-secondary institution and a 50% grade to be granted credit for a previously completed CGA course and national examination.

\* Please note that the distance delivery of this program, to which this exception applies, will no longer be offered after the 2013/14 academic year.

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PROCEEDEDURE