



**RECOGNITION OF PRIOR NON-FORMAL AND INFORMAL LEARNING**

Section:	Academic/Student
Subject:	Student Performance and Behavior
Legislation:	
Effective:	March 19, 2014
Revision:	

**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**

- Informal Learning**                      The knowledge, skills, abilities and attitudes that a student has acquired through life/work experience, as demonstrated through oral exam or interview, performance assessment, product assessment, or portfolio assessment.
- Non-Formal Learning**                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.
- Student**                                      A person who has a SAIT ID number and a student record.
- Student Record**                         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.

**PROCEDURE**

**A. Eligibility of Students and Courses**

1. Any student is eligible to apply.

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**PROCESSED**

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. Students may use their non-formal and informal learning to apply for credit for 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.
4. Non-formal and informal learning for which credit is sought may be used in combination with courses taken at another institution(s).
5. The decision as to which courses are eligible for non-formal and informal learning credit assessment is at the discretion of the school delivering that course.

### **B. Limitations**

1. 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. Where a student is applying for credit based on his/her work experience, a minimum of one year full-time, or equivalent, relevant work experience is generally required.
2. Non-formal and informal learning approvals are subject to the fifty (50) percent residency requirement as set out in AC.3.1.1 Grading and Progression procedure.
3. If a student has failed a SAIT course on two attempts, he/she may not subsequently apply for recognition of his/her non-formal and informal learning for that course.
4. Demonstrated non-formal and informal learning must be a minimum 80% match to the curriculum of the course(s) for which credit is sought.
5. Non-formal and informal learning credits cannot be used to administer partial credits for a SAIT course.

### **C. Procedure**

1. Application for non-formal and informal learning credit shall be made to the Prior Learning Assessment and Recognition (PLAR) Office.
2. A student may apply for credit for non-formal or informal learning at any time before the midpoint of the course for which he/she is seeking credit. However, if the student is registered in the course for which credit is being sought and wishes to receive a tuition refund if granted credit, the student must apply for the credit before the end of the add/drop period for that course.
3. A student should not drop or withdraw from the course until he/she has been advised on the success of his/her credit application.
4. A student who receives 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.
5. It is solely the student's responsibility to provide satisfactory documentation demonstrating the equivalency of his/her prior non-formal or informal learning to the courses for which credit is sought. This documentation must meet the requirements as defined by SAIT.

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6. The PLAR Office in consultation with the school, will review the application. The PLAR office will notify the student as to whether or not credit has been approved, within 10 business days of the student submitting all the supporting documentation that is required for the credit request. The documentation must meet the requirements as defined by SAIT.
7. The Office of the Registrar will record approved non-formal or informal learning credit on the student's academic record as a credit (CR).
8. 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.
9. Non-formal or informal credit awarded for a course is for that course alone; pre-requisite courses will not automatically receive credit.
10. If a student is unsuccessful in obtaining credit and wishes to challenge that decision, the Prior Learning and Assessment Recognition (PLAR) office may review the assessment if the student provides additional documentation to the PLAR office within 30 calendar days of receiving the original 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 amount or number of credits awarded.
2. Fees payable for a non-formal or informal learning credit application are specified in the SAIT Fee Schedule. Fees are non-refundable and must be paid at the time the student applies for the credit.

**POLICY/PROCEDURE REFERENCE**

- AC.3.1.1 Grading and Progression Procedure
- AC.3.18 Recognition of Prior Learning Policy

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