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

Legislation:	
Effective:	April 13, 2022
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APPROVED:

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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

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-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.
Challenge examination	A comprehensive examination that encompasses the major components or learning outcomes of a course.
Course equivalency	A SAIT course that is determined to be at least 80% equivalent to another SAIT course.
Credit ("CR")	For the purpose of this procedure, a credit, or "CR" grade, is a grade assigned to a student who has received recognition of their prior learning.

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Credit bank	A form of prior learning assessment and recognition (PLAR) where pre-assessed training (non-formal) is eligible for PLAR credit to a specific program.
Credit course	A course that is part of a program approved by the Alberta government, and that has a credit value associated with it. It is included in the calculation of a student's grade point average.
Grade point average	The measure of a student's SAIT academic achievement. It can be calculated in three ways, as set out in procedure AC.3.1.1 Grading and Progression – Credit Courses.
Informal learning	The knowledge, skills, abilities and attitudes that a student has acquired through life/work experience, as demonstrated through one or more of an oral exam or interview, performance assessment, product assessment, portfolio assessment, demonstration, self-assessment, external evaluation or worksite assessment.
Non-credit course	A non-credit course is not part of an Alberta government-approved program, and does not have a credit value associated with it. It is not included in the calculation of a student's grade point average.
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.
Portfolio	Formal documentation and other supporting evidence (informal learning and/or non-formal learning) that provides validation of prior learning.
Precluded equivalent	A course that is a 40-79% match in content with another course.
Prior learning assessment and recognition (PLAR)	A process for the institutional assessment, identification, documentation and recognition of a person's knowledge and skills acquired through non-formal and informal learning and experience in relation to a course's learning outcomes, by way of a challenge examination, credit bank or portfolio submission. Upon successful demonstration of learning outcomes, credit is awarded towards a learner pathway that can be used towards a program's requirements.
Recognition of prior learning (RPL)	All learning that a person acquires throughout their life and includes transfer credit, course equivalency and prior learning assessment and recognition.

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Residency	The number of credits that a student must complete at SAIT in order to be awarded a credential for a SAIT program of study.
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.
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 or program will be accepted for transfer credit at the to (receiving) institution. It can take the form of transfer decisions or a block transfer.
Transfer credit	Upon successful demonstration of course transferability and applicability, credit is granted for a specific SAIT course(s) based on a course(s) completed at another post-secondary institution. Credit may be awarded through a transfer decision or a block transfer.
Transfer decision	Evaluation of an individual course or courses taken at one post-secondary institution and used towards a program at another post-secondary institution.
Transfer student	A student who has previously earned credit at one or more post-secondary institutions and who is transferring that credit to another post-secondary institution to continue a program of study

GOVERNING PRINCIPLES

1. A student wishing to obtain recognition of prior learning towards a credit course may do so through transfer credit, course equivalency recognition or prior learning assessment and recognition challenge examination, credit bank or portfolio submission of prior non-formal or/and informal learning).

2. A student who wishes to apply for recognition of prior learning towards a credit course must be pursuing a SAIT credit credential as defined in procedure AC.2.17.1 Credentials. A student who is registered in a course but who is not seeking a SAIT credential may request a pre-requisite waiver.

3. The Office of the Registrar (OTR) manages the recognition of prior learning processes for credit courses.

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4. Recognition of prior learning that is awarded towards a credit course is for that course alone, and not for that course's prerequisites or corequisites.

5. This procedure does not apply to:

   a) The recognition of prior learning for non-credit courses: see procedure AC.3.18.2 Recognition of Prior Learning – Non-Credit Courses.

   b) The recognition of prior learning for apprenticeship courses: students must contact Alberta Industry and Training for information on recognition of their prior learning.

6. Fees for the recognition of prior learning processes are specified in the SAIT Fee Schedule, are representative of the services performed in the recognition of prior learning process and not based on the number of credits awarded, and are not refundable. Students may contact the OTR for information on fees and fee deadlines.

7. Recognition of prior learning approvals are subject to the 50 percent residency requirement as set out in procedure AC.3.1.1 Grading and Progression – Credit Courses.

8. Recognition of prior learning cannot be used to administer partial credits towards a SAIT course.

PROCEDURE

A. Transfer Credit and Course Equivalency

1. Transfer credit and course equivalency are determined by reviewing and comparing the content of the course from another post-secondary institution (in the case of transfer credit) or from SAIT (in the case of course equivalency) with the content of the SAIT course towards which credit or equivalency is being sought, in relation to 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;

   g) Course role and depth of learning (in relation to courses in SAIT's degree programs).

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2. Course equivalencies should be identified during the program design/redesign and curriculum change processes, so that existing courses can be used in a new or redesigned program and new courses are not unnecessarily created.

3. Eligibility of students and courses:

   a) To be considered for transfer credit, courses must generally have been completed at a public government-recognized post-secondary institution other than SAIT or at a SAIT-recognized training facility. Courses completed at a private institution may be considered for transfer credit if that institution has the authority to grant credentials by act of the provincial/territorial legislature or the international equivalent or through a government-mandated quality assurance mechanism.

   b) A grade is required for the course to be eligible for transfer credit. Transfer credit shall not usually 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 as set out in section B of this procedure.

   c) Students may use one or more transfer courses to apply for credit for one or more SAIT courses. Courses taken at another institution for which transfer credit is sought may be used in combination with related non-formal and informal learning.

   d) Transfer credit may be awarded on a block transfer basis or on a course-to-course basis. Course equivalencies are awarded on a course-to-course basis only.

   e) A student who has been academically withdrawn from SAIT and who has taken courses at another post-secondary institution during the period of academic withdrawal may be eligible to apply for transfer credit for those courses towards SAIT courses, as per the requirements of this procedure.

   f) A student who has been suspended from SAIT due to academic misconduct and who has taken courses at another post-secondary institution during that suspension is not eligible to apply for transfer credit for those courses towards SAIT courses.

   g) A student who has been suspended from SAIT due to non-academic misconduct and who has taken courses at another post-secondary institution during that suspension may be eligible to apply for transfer credit for those courses towards SAIT courses, as determined by the Registrar and as per this procedure.

4. Limitations:

   a) Transfer credit is usually granted for courses taken a maximum of five academic years prior to the application for transfer credit. However, the academic chair/coordinator responsible for the course may set a shorter or longer credit time limitation according to the course's discipline and currency. Course equivalency can be used to meet a program's graduation requirements if the course was taken within the program's completion timelines as set out in procedure or if the course was part of a credential that is an admission requirement of the program.

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b) Only a credit course can be used as transfer credit or course equivalency towards another credit course.

c) Course equivalency may be one way, whereby one course is considered equivalent to a second course but not vice versa.

d) A student must have achieved a mark of at least 63% or equivalent in the course(s) for which the student seeks transfer credit.

e) No more than two courses may generally be combined for transfer credit or course equivalency towards one SAIT course; for transfer credit, each individual grade must meet the minimum 63% or equivalent grade requirement. However, the OTR and the school/department may agree in appropriate cases to combine more than two courses towards one SAIT course.

f) The course must be a minimum 80% match to the content of the SAIT course towards which transfer credit or course equivalency is sought, subject to the following exceptions:

   i) 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 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 grant transfer credit.

   ii) If a SAIT program has a transfer agreement with another post-secondary institution, credit is based on the agreement as a whole, as per section B.3 of procedure AC.3.18.3 Articulation.

   iii) If the dean responsible for the course has determined that a 70% content match is permissible for an introductory course.

g) Two courses deemed to be precluded equivalent courses cannot both be used for credit towards the same credential.

5. A student may apply for transfer credit or course equivalency towards a course at any time before the midpoint of that course, through transfer.options@sait.ca. However, if the student is registered in the course towards which transfer credit or course equivalency is being sought and wishes to receive a tuition refund if the transfer credit is granted, the student must apply for the transfer credit or course equivalency before the end of the add/drop period for that course.

6. It is the student's responsibility to provide full and complete information as SAIT requires about the course(s) they are seeking to apply as transfer credit towards a SAIT course, in order to support SAIT's assessment of that prior coursework. This may include, for instance, detailed course outlines and other course materials.

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7. At the student's request, the OTR or the academic chair/coordinator responsible for the course towards which the student is seeking transfer credit or course equivalency will provide the student with the course outline for that course.

8. The academic chair/coordinator is responsible for reviewing and assessing the student's request for transfer credit or course equivalency within ten business days of receiving that request, using the Transfer Credit/Course Equivalency Evaluation Rubric in Schedule B, an Associated Document to this procedure. This timeline is particularly important in the case of a student's request that is submitted before SAIT's add/drop deadline.

9. The academic chair/coordinator or designate will notify the OTR of the transfer credit or course equivalency decision. The OTR will notify the student of that decision.

10. The OTR will record an approved transfer credit as a credit (CR) on the student's academic record. The credit received is not included in the calculation of the student's grade point average (GPA), as per procedure AC.3.1.1 Grading and Progression – Credit Courses.

11. Course equivalencies are automatically calculated in the degree audit. The grade received in the equivalent course will be included in the calculation of the student's grade point average (GPA), as per procedure AC.3.1.1 Grading and Progression – Credit Courses.

12. A student should register in, continue attending, and not drop or withdraw from the course until the student has been advised of the results of their application for transfer credit or course equivalency.

13. A student who receives transfer credit or course equivalency towards a course in which the student is registered and who is eligible to drop or withdraw from the course is responsible for ensuring that they are dropped or withdrawn from the course.

14. If a student is unsuccessful in obtaining transfer credit or course equivalency and wishes to challenge that decision,

    a) The student shall first meet with the academic chair/coordinator who made that decision, within five business days of being advised of that decision.

    b) If the situation cannot be resolved, the student may formally appeal in writing the decision within five business days of that meeting, to the dean or designate responsible for that course. The dean or designate has the discretion to decide if a face-to-face meeting is required. If so, the student is entitled to be accompanied to the meeting by another individual for advice and support; in general, however, only the student speaks on the student's behalf.

    c) The dean or designate shall advise the student and the OTR in writing of their decision and the rationale for that decision within seven business days of receiving the student's appeal.

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d) The decision of the dean or designate is final and binding.

B. Prior Learning Assessment and Recognition (PLAR)

1. Challenge Exams

   a) Limitations:

      i) The decision to create a challenge examination for a credit course is at the discretion of the school/department delivering that course.

      ii) A student must satisfy all course pre-requisites before taking a challenge examination for that course.

      iii) A student cannot write a challenge examination for a course that the student has already failed.

      iv) A student cannot write a challenge examination for a course that the student has already passed, unless the student passed that course:

         - More than five years ago, in the case of a course that is part of a Certificate program, or

         - More than seven years ago, in the case of a course that is part of a Diploma or an Applied Degree program, or

         - More than ten years ago, in the case of a course that is part of a Bachelor's Degree program.

      v) A student may attempt only one challenge examination per course.

   b) A student may register in a challenge examination at any time before the midpoint of that credit course. However, if the student is registered in the course which the student is challenging and wishes to receive a tuition refund if the challenge examination is successful, the student must register for the challenge examination before the end of the add/drop period for that course.

   c) A student wishing to take a challenge examination for a course shall inquire with the Office of the Registrar to determine if a challenge examination for that course is available. The Office of the Registrar will then confirm with the academic chair/coordinator if a challenge examination is available for that course. At the student's request, either the Office of the Registrar or the academic chair/coordinator will provide the student with the course outline for the course which the student is seeking to challenge. The Office of the Registrar shall:

      i) Advise the student of the fee for the challenge examination.

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ii) Ensure the Challenge Examination Request form is completed and the student has signed it.

iii) Credit the student account with the challenge examination fee.

iv) Inform the academic chair/coordinator that student would like to proceed with challenge examination.

d) The academic chair/coordinator will arrange the challenge examination's time and location with the student.

e) The student shall present the proof of payment to the school/department before attempting the challenge examination.

f) The challenge examination must be completed within ten business days of registering in the examination or an "F" or "NP" grade will be entered for the examination.

g) A student who misses a scheduled challenge exam is not eligible for a fee refund or for rescheduling of the examination, unless the student's absence is excused as per procedure AC.3.8.1 Attendance Requirements. A student may be required to submit corroborating documents to the academic chair/coordinator to substantiate the reason for the absence.

h) The student must submit all portions of the challenge examination when the student takes the examination. Challenge examinations will not be returned to students.

i) The school/department that creates the challenge examination is responsible for storing the examination and for arranging for its invigilation and marking.

j) The school/department shall mark the challenge examination within ten business days of the student attempting the examination.

k) The minimum grade required to pass a challenge examination for a course is the minimum grade required to pass the course itself. The academic chair/coordinator will inform the OTR of the student's final mark in the challenge examination.

l) The OTR will record a student's successful challenge examination as a credit (CR) on the student's academic record. The credit received is not included in the calculation of the student's grade point average (GPA), as per procedure AC.3.1.1 Grading and Progression – Credit Courses. The OTR will work with accrediting or regulatory bodies to provide the letter grade for a challenge examination as those bodies require.

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m) A student should register in, continue attending, and not drop or withdraw from the course until the student has been advised of the results of the challenge examination.

n) A student who successfully completes a challenge exam for a course in which the student is registered and who is eligible to drop or withdraw from the course is responsible for ensuring that they are dropped or withdrawn from the course.

o) Challenge examinations may be appealed within 30 calendar days of receipt of the grade, as per procedure AC.3.1.1 Grading and Progression – Credit Courses.

p) Procedures AC.3.4.3 Student Academic Conduct and AC.3.4.4 Student Non-Academic Conduct apply to all students completing or attempting a challenge examination.

q) A summary of the procedure to challenge a credit course is set out in Schedule A, an Associated Document to this procedure.

2. Credit Bank

a) Limitations:

i)   The decision to which education or training is eligible for PLAR- Credit Bank is at the discretion of the school/department delivering the program.

ii) The previous education or training must be a minimum 80% match to the curriculum of the predetermined course(s) towards which credit is awarded.

b) A student who is enrolled in a SAIT program may be awarded a set number of credits towards one or more SAIT courses in that program if a preapproved pathway has been determined and pre-assessed related to previous education, including continuing education credit or non-credit programs or training from employers or private training organizations.

c) A student may apply for PLAR-Credit Bank towards their program at any time before the midpoint of the term, through transfer.options@sait.ca. However, if the student is registered in the course for which the credit bank exists and wishes to receive a tuition refund if granted recognition of that prior learning, the student must apply for PLAR-Credit Bank before the end of the add/drop period for that course.

d) It is the student's responsibility to provide full and complete information as SAIT requires, in order to support SAIT's validation of that prior education or training.

e) The OTR will notify the student that PLAR-Credit Bank is available.

f) The OTR will record an approved credit as a credit (CR) on the student's academic record. The credit received is not included in the calculation of the student's grade

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point average (GPA), as per procedure AC.3.1.1 Grading and Progression – Credit Courses.

g) A student should register in, continue attending, and not drop or withdraw from the specified course(s) until the student has been advised of the PLAR-Credit Bank pathway specific to their program.

h) A student who receives PLAR-Credit Bank towards a course(s) in which the student is registered and who is eligible to drop or withdraw from the course is responsible for ensuring that they are dropped or withdrawn from the course.

3. Portfolio Submission

a) Students may use their non-formal and informal learning to apply for credit towards one or more SAIT courses if their learning is sufficient in content and meets the requirements of the SAIT course towards which credit is sought. 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.

b) Limitations:

i) The decision as to which courses are eligible for PLAR-Portfolio is at the discretion of the school/department delivering that course.

ii) Where a student is applying for credit based on work experience, a minimum of one year full-time or equivalent relevant work experience is generally required.

iii) PLAR-Portfolio must be a minimum 80% match to the curriculum of the course(s) towards which credit is sought.

c) PLAR-Portfolio learning for which credit is sought may be used in combination with credit courses taken at another institution(s).

d) If a student has failed a SAIT course, the student may subsequently apply for PLAR-Portfolio of the learning that the student has acquired since failing the course.

e) A student may apply for PLAR-Portfolio towards a course at any time before the midpoint of that course, through transfer.options@sait.ca. However, if the student is registered in the course towards which PLAR-Portfolio is being sought and wishes to receive a tuition refund if granted recognition of that prior learning, the student must apply for PLAR before the end of the add/drop period for that course.

f) It is the student's responsibility to provide full and complete information as SAIT requires about their PLAR-Portfolio, in order to support SAIT's assessment of that prior non-formal and informal learning.

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g) At the student's request, the OTR or the academic chair/coordinator responsible for the course towards which the student is seeking credit will provide the student with the course outline for that course.

h) The academic chair/coordinator responsible for the course towards which credit is sought is responsible for overseeing the assessment of that student's request, within ten business days of receiving that request, using the PLAR-Evaluation Rubric in Schedule C, an Associated Document to this procedure.

i) The academic chair/coordinator or designate will notify the OTR of the PLAR-Portfolio decision. The OTR will notify the student of that decision.

j) The OTR will record an approved credit as a credit (CR) on the student's academic record. The credit received is not included in the calculation of the student's grade point average (GPA), as per procedure AC.3.1.1 Grading and Progression – Credit Courses.

k) A student should register in, continue attending, and not drop or withdraw from the course until the student has been advised of the results of their application for non-formal or informal learning credit.

l) A student who receives PLAR-Portfolio towards a course in which the student is registered and who is eligible to drop or withdraw from the course is responsible for ensuring that they are dropped or withdrawn from the course.

m) If a student is unsuccessful in obtaining credit and wishes to challenge that decision,

   i) The student shall first meet with the academic chair/coordinator who made that decision, within five business days of being advised of that decision.

   ii) If the situation cannot be resolved, the student may formally appeal in writing the decision within five business days of that meeting, to the dean or designate responsible for that course. The dean or designate has the discretion to decide if a face-to-face meeting is required. If so, the student is entitled to be accompanied to the meeting by another individual for advice and support; in general, however, only the student speaks on the student's behalf.

   iii) The dean or designate shall advise the student in writing of their decision and the rationale for that decision within seven business day of receiving the student's appeal.

   iv) The decision of the dean or designate is final and binding.

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ASSOCIATED DOCUMENTS

Schedule A   Challenge Examination Process
Schedule B   Transfer Credit/Course Equivalency Evaluation Rubric
Schedule C   Prior Learning Assessment and Recognition (PLAR) Evaluation Rubric

POLICY/PROCEDURE REFERENCE

AC.3.18   Recognition of Prior Learning policy
AC.3.18.2   Recognition of Prior Learning – Non-Credit Courses procedure
AC.3.18.3   Articulation procedure

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