



POLICY NO. 6105

COURSE EQUIVALENCY

POLICY

Equivalency: The process of granting credit for a provincial or locally developed course if supporting documentation shows that a student has achieved the course learning outcomes at another institution or in another educational jurisdiction.

Equivalency permits students to receive credit toward graduation for relevant learning acquired from other educational jurisdictions and institutions outside the regular school system.

The principles providing a basis for *Equivalency* include:

- (a) Students learn in a variety of ways.
- (b) The diverse needs and abilities of students should be acknowledged.
- (c) Relevant learning acquired by students outside school should be acknowledged and documented.

Reference: Ministerial Order 302/04: Graduation Program Order, 7.3, 7.4



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REGULATIONS:

- (a) In order to be eligible to participate in the *equivalency* process, a student must be enrolled in the school district, registered with the school district for home schooling, or enrolled in a distance education program.
- (b) *Equivalency* is only available to students who can provide a credential or document which matches the prescribed Learning Outcomes for provincial and locally-developed courses.
- (c) To qualify for an *Equivalency* review, students are responsible to provide documentation, at no cost to the District, to prove they have successfully completed a course or program of learning. Students must complete the attached Rocky Mountain School District Equivalency Application Form.
- (d) Partial *Equivalency* may be granted for credentials that meet some of the prescribed learning outcomes of a provincially or locally developed course. The minimum credit available is one credit.
- (e) A student cannot receive credit for two equivalent courses.
- (f) *Assessing and Evaluating Equivalency:*

Documents submitted to support a request for an *Equivalency* review will be referenced according to the Ministry of Education Table of Equivalencies.

If the mark for a course completed through *Equivalency* can be reported as a percentage, that percentage will comprise the school portion of the course mark for a provincially examinable course, or the final mark for a non-examinable course. (Note: some post-secondary institutions may not consider such non-examinable courses for admission purposes.)

ROCKY MOUNTAIN SCHOOL DISTRICT

EQUIVALENCY

APPLICATION FORM

For Office Use Only

School _____
Course _____
Coordinator _____
Application **Approved** **Denied**
Met with Coordinator
(Date) _____
Equivalency Verification
(Date) _____
Results of Equivalency (%) _____

Please complete all sections of this form. Incomplete applications may delay processing of your request.

Name _____ Student Number _____

Date of Birth _____ Female Male

Parent/Guardian Name & Mailing Address _____

Telephone (H) _____ Telephone (W) _____

Last school attended _____

1. I wish to receive *Equivalency* for the course entitled _____
which is:
A provincially examinable course A provincial course A locally developed course
Numbered 11 OR Numbered 12

2. I have enclosed the following documentation supporting my application for *Equivalency* :

Submit the application with appropriate documentation to the Student Services Office.

I, _____, request consideration for *Equivalency* and
(Name)
agree to provide any supporting information needed for that process.

Signature of Student _____