



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

Administrative Procedure: I-2 Course Equivalency

Date: January 13, 1998

The purpose of Equivalency is to recognize valid credentials (at the Grade 11 and 12 levels) acquired by students from other educational jurisdictions and from institutions outside the regular school system. All students who can provide a written credential or documentation to support their Equivalency request are entitled to an Equivalency review.

The Equivalency process is not intended to recognize undocumented prior learning. Equivalency credits will be granted only if the prescribed Learning Outcomes from provincially and locally developed courses are met.

Students will adhere to the following processes to achieve credit for prior learning through equivalency:

1. The student meets with the school counselor.
2. The student provides for the counselor all of the necessary written documentation to support his/her equivalency request. Documentation should include: course outline, learning outcomes, total course hours, institution attended and proof of certification.
3. The student and counselor complete the application for equivalency form.
4. All written documentation is submitted to the Principal for final approval.
5. Transfer Standing will be granted unless a percentage mark is provided in the written documentation.
6. Partial credit may be granted where there is a significant match of learning outcomes for that part of the course for which equivalency is being sought.