

AP 3404: Equivalency Credit

Purpose

To provide opportunities for Grade 11 and 12 students to apply for an equivalency review of their credentials received from other educational jurisdictions and institutions outside the British Columbia school system according to the following regulations.

1. General Guidelines

- 1.1. In applying for Equivalent Credit, the student must be able to provide documented evidence of prior learning.
- 1.2. Equivalent Credit will be granted only if the prescribed learning outcomes from provincially and locally developed courses are met to a level of 80% or higher.
- 1.3. Equivalent Credit will be granted for a course which satisfies different learning outcomes than those for which the student has already received credit. Equivalency may not be used to obtain dual course credit.
- 1.4. Equivalent Credit will be available only for Grade 11 and 12 courses.
- 1.5. The student may receive Equivalent Credit for all, or a portion of, a Grade 11 or 12 course.
- 1.6. There is no limit to the number of credits a student may be awarded through the equivalency process.

2. Equivalent Credit Review Process

- 2.1. The student must complete the Application for Equivalent Credit and provide evidence to support the request.
 - 2.1.1. Evidence will consist of appropriate credentials or documents, or a careful recording of experience and activities.
- 2.2. Completed applications will be given to the principal or designate of the senior secondary school where Equivalent Credit is being sought.
- 2.3. The principal or designate may convene an Equivalency Committee comprised of the department head or subject teacher, a counsellor and a school administrator to review the application and evidence.
- 2.4. 2.4 The Principal and/or Equivalency Committee will follow guidelines for equivalencies in these publications:

- 2.4.1. Ministry of Education (BC) Course Information Booklet;
- 2.4.2. Secondary Education in Canada: A Student Transfer Guide;
- 2.4.3. Ministry of Education Handbook of Procedures

2.5. This review (2.3) will consider the following:

- 2.5.1. source of credential(s) submitted;
- 2.5.2. comparison of course content completed and expected learning outcome of course for which equivalent credit is being sought;
- 2.5.3. the assessment and evaluation criteria used to award the credential;
- 2.5.4. 2.5.4 the Student Learning Plan;
- 2.5.5. 2.5.5 the level of difficulty of the course;
- 2.5.6. 2.5.6 qualifications of the institution's instructors.

2.6. The Equivalency Committee will present its recommendation regarding the status of equivalent credit to the principal who will authorize the final determination whether equivalent credit is granted or not.

2.7. All course credits which are received through equivalency will be assigned either a letter grade and a percentage, or Transfer Standing, for transcript and reporting purposes.

3. Appeal Procedures

3.1. School District No. 8 (Kootenay Lake) Bylaw #1 "Student Parent Appeal" outlines the process for an appeal of a decision which significantly affects the education of a student.