

**SUBJECT**

## Recognition of Postsecondary Equivalent Courses Procedure

Learner Pathways Policy #A-29

### PROCEDURES

The following procedures will be adhered to for recognition of postsecondary equivalent courses offered by Contract Training, Distance Learning and Continuing Education Departments.

1. Contract Training and Continuing Education Departments will provide the Registrar and the appropriate Dean with the list of planned courses which they believe might qualify for post-secondary equivalency.
2. The list of courses will be submitted at the earliest possible time prior to the start of the course. All documentation pertaining to course curriculum/outlines must be appended to the list.
3. The Dean will render a decision in consultation with the appropriate coordinators and/or faculty members on the equivalency of each of the submitted courses. A decision in writing will be forwarded to the department and the Registrar's office. The decision will be stated as accepted; or not accepted, with rationale provided.
4. When a course has been deemed equivalent, the course will be assigned the same course number as its post-secondary equivalent. It is the responsibility of the Contract Training and/or Continuing Education Department to ensure:
  - I. The content of the course evolves to match changes in the postsecondary equivalent.
  - II. The content of the course covers the learning outcomes as defined in the postsecondary course outline.
  - III. The integrity of the student evaluation is maintained.
5. Disagreements will be referred to the Executive Director of Student Services, Institutional Research and Registrar.

ISSUE DATE	SUPERSEDES	MANDATORY REVIEW DATE	REFERENCE	SECTION	PAGE OF	
2018-06-30	A-16 Policy	2023-06-30	A-29 Policy	ACADEMIC	1	1