



## School District No. 27 (Cariboo-Chilcotin)

### EQUIVALENCY

**Policy No. 6121**

Confirmed: June 2017

Effective: December 2006

Initial Adoption: October 1996

#### **Preamble**

Equivalency is the process for granting credit for a provincial or locally developed course, which is offered in a school district, if supporting documentation shows that a student has achieved the course learning outcomes at another institution or in another education jurisdiction. The most common situation will involve a student who has moved from another province and will be attending a BC school.

The equivalency policy formalizes actions historically undertaken by schools.

Equivalency encourages students to take greater responsibility for their learning and allows them to obtain credit for learning that has taken place in ways that may not be possible or appropriate within the regular school program, or where a student prefers to participate in an alternative learning environment. The equivalency process is not intended to recognize undocumented prior learning.

#### **Policy**

- 1. All students are entitled to apply to have an equivalency review of their credentials received from other educational jurisdictions and institutions.**
- 2. School boards have the authority to determine equivalency of courses and programs from other education jurisdictions and institutions outside the regular school system.**
- 3. Equivalency credit is only to be granted for external courses or programs which match the prescribed learning outcomes of provincially or locally developed courses.**
- 4. There is no limit to the number of credits a student may be awarded through the equivalency process.**
- 5. School procedures must conform to this Policy and Regulation and must be clearly outlined so they are consistently applied in schools within the district.**

#### **Regulations**

- 1. School Procedures**

- a. School procedures must be based on consistent criteria so as to ensure fair and equitable treatment of students. Procedures must include verification of documents and student identity. To ensure that they continue to meet students' needs, school policies, procedures, and standards should be regularly reviewed.
  - b. Students and their parents or guardians must be informed about policies and procedures relating to equivalency. Information may be provided through newsletters, student handbooks, course selection guides, and/or personal contact.
  - c. Students must be aware of the criteria which will be used to assess and evaluate the equivalency request when the request is made.
  - d. Students who are interested in obtaining credits through equivalency must be advised of possible implications of their decision.
  - e. The result of an equivalency review must be communicated, as soon as possible, to the student and to his or her parent or guardian. The results should be included in the Student Learning Plan.
2. Student Eligibility
    - a. To participate in the equivalency process, a student must be enrolled in the school district, registered with the school district for home schooling, or be enrolled in a distance education school where the equivalency review is requested.
    - b. To qualify for an equivalency review, students must provide documentation to prove they have successfully completed a course or program of learning.
3. Course Eligibility
    - a. Credit restrictions apply between a course and its equivalent, thus, a student cannot receive credit for two equivalent courses.
    - b. The learning outcomes of the documented, external course must match those of a provincial or locally developed course.
    - c. Equivalency credit will be available for provincial or locally developed courses.
    - d. Partial equivalency may be granted for credentials that meet some of the prescribed learning outcomes of a provincial or locally developed course. The minimum credit available is one credit.

- e. The Board allows recognition of equivalency for a locally developed course not taught in the district, but the course must first be approved by the Board.
  - f. The courses for which equivalency are being requested must have been completed at an institution which is provincially or nationally recognized.
4. Equivalency Review
- a. A table of equivalencies will be periodically issued by the ministry. It will list programs and courses which the ministry has already deemed a province-wide equivalent. The table is Schedule 3 of the Graduation Requirements Order. The ministry will assign credits and new course codes for programs and courses listed on the table. This table will be expanded over time, and updates will be issued.
  - b. In determining equivalency, the school must consider:
    - i. the external institution's credibility (e.g., is the institute provincially or nationally recognized?)
    - ii. the qualifications of the institution's instructors (e.g., are instructors qualified, and/or certified by a credible organization or association?)
    - iii. the criteria the institute uses to assess and evaluate student performance before awarding credits
    - iv. the approximate credit value of the learning achieved by the student
  - c. Schools may contact the institution directly for detailed information about its programs.
  - d. The school must determine if there is a high degree of overlap (at least 80 percent) between the course's intended learning outcomes and the intended learning outcomes of the provincial course. If so, the course is deemed equivalent to the provincial course and full credit may be granted.
  - e. If there is a lower degree of overlap, the external course is not considered equivalent. Students desiring full credit may apply to challenge the provincial course or apply for partial credit of one, two, or three credits equaling the overlap in learning outcomes.
5. Assessment, Evaluation and Reporting
- a. Evaluation of Credentials  
School principals, in consultation with counsellors and teachers, have the authority for determining which courses from other

educational jurisdictions and institutions outside the regular school system are equivalent to provincially or locally developed courses.

b. Criteria for Evaluating Equivalency Credit

The principal must consider the course in question in relation to the learning outcomes for the related provincial or locally developed course.

The principal should consider any materials that will assist in evaluating the course for equivalency. Items to consider are:

- i. course and curriculum guides or syllabi
- ii. copies of tests and examinations
- iii. lists of standard assessment criteria
- iv. lists of restrictions and/or prerequisites that must be satisfied before students can enroll in the course
- v. the grading system and its definitions
- vi. documentation (certificates, transcripts) that is provided to people who successfully complete the course
- vii. standards for identifying instructors, evaluators, and/or examiners
- viii. whether the course or program receives special recognition from other organizations
- ix. further examples are included in the Ministry's Implementation Guidelines for Equivalency under 'Equivalency Process'

c. Reporting

Students will be awarded credit and receive a letter grade and mark for the course in the next reporting period.

All course credits which are received through equivalency must be assigned either a letter grade and percentage, or "Transfer Standing", for transcript and reporting purposes. This mark will be based on the mark provided with the credential or on a separate assessment determined locally. Alternatively, "Transfer Standing" may be chosen if it is decided that not enough information is available to provide a letter grade and percentage.

Whenever course credit is granted through an equivalency review, the school will designate this through a predetermined transcript code provided by the Ministry.

6. Equivalency for Courses with Provincial Examinations

- a. Examinaible: If the mark for the completed course can be reported as a percentage, that percentage can comprise the school portion of the course mark. The student will then write the provincial examination and the marks will be blended in the usual manner to create the final mark. The student must have full credit for the

school portion of the course in order to write the provincial examination.

- b. Non-examinable: The course can be reported as a non-examinable course with the accompanying percentage. The student will not be able to write the provincial examination. It is important to note that some post-secondary institutions may not consider this course for admission purposes.
  - c. Non-examinable/transfer standing: If there is not enough information to report the mark as a percentage, it will be reported as a non-examinable course, with the "transfer standing" symbol. The student will not be able to write the provincial examination.
7. Applying for Reconsideration
- a. If equivalency is not granted, students may apply for reconsideration to the Superintendent of Schools. The Superintendent shall establish an Equivalency Reconsideration Committee comprised of the following:
    - i. one member of District Administration
    - ii. one teacher with a teaching assignment closely related to subject area of the equivalency request
    - iii. one other person with expertise in the subject area of the equivalency request.
  - b. The Committee will:
    - i. review the equivalency request and rationale
    - ii. review the school's recommendation and rationale
    - iii. gather and review further relevant information if deemed necessary by the Committee
    - iv. prepare a written report for the Superintendent with a recommendation to approve or deny the equivalency request.
  - c. Notwithstanding any procedure outlined in this policy, the student shall have the right to appeal any decision of the Equivalency Reconsideration Committee to the Board of School Trustees.