

## 6002: EQUIVALENCY (AP)

Approved: 97 11 25

Amended: 07 06 26

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### **POLICY**

**In keeping with the essential tenets that are the foundation of education in B.C.: Students learn in different ways and at different rates, learning is both an individual and a social process, and learning requires the active participation of the learner, the Board of Education acknowledges that relevant learning occurs outside the school setting and that assessment is an integral part of the learning process. Crediting prior learning creates flexibility and additional opportunities for students to achieve their goals. The process of assessing prior learning for credit is to be rigorous, maintaining the integrity of the curriculum and the standards of a quality education.**

**Equivalency is the process of gaining credit for a Grade 10, 11 or 12 Ministry Authorized or Board Authorized course provided supporting documentation shows that the student has achieved the required course learning outcomes at another institution or in another education jurisdiction.**

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### **ADMINISTRATIVE PROCEDURES**

#### **1.0 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 Ministry Authorized or Board Authorized courses are met.
- 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 10, 11 and 12 courses.
- 1.5 The student may receive Equivalent Credit for all, or a portion of, a Grade 10, 11 or 12 course.

- 1.6 There is no limit to the number of credits a student may be awarded through the equivalency process.
- 1.7 There is not fee for an equivalency review.

## **2.0 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 Where the Handbook of Procedures or the Course Information Booklet or both determine that two or more courses are equivalent, credit(s) shall be granted.
- 2.4 Where equivalency is not established as per 2.3, the Principal or designate may convene an Equivalency Committee comprised of the department
- 2.5 Head or subject teacher, a counselor and a school administrator to review the application and evidence.
- 2.6 This review (2.5) will consider the following:
  - 2.6.1 source of credential(s) submitted;
  - 2.6.2 comparison of course content completed and expected learning outcome of course for which equivalent credit is being sought;
  - 2.6.3 the assessment and evaluation criteria used to award the credential;
  - 2.6.4 the level of difficulty of the course
  - 2.6.5 qualifications of the institution's instructors.
- 2.7 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.
- 2.8 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.
- 2.9 A student may challenge the course under School District 70 AP 6003: Challenge for Course Credit if equivalency is not granted.

### **3.0 APPEAL PROCEDURE**

Under School District 70 (Alberni) Policy: 115: Appeal of a Decision by an Employee the process is outlined for an appeal of a decision by an employee where such a decision significantly affects the education of a student.

AP 6002: APPENDIX I - EQUIVALENCY

**Application for Equivalent Credit.** Please complete all relevant sections of this form. Incomplete applications may delay processing of your request.

**1.0 STUDENT DATA**

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Personal Education Number \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street/P.O. Box)

\_\_\_\_\_  
(City) (Province) (Postal Code)

Name of Parent/Legal Guardian (If Applicable) \_\_\_\_\_

School last attended \_\_\_\_\_  
(Year)

**2.0 REQUEST FOR EQUIVALENT STANDING**

2.1 I want to obtain Equivalent Credit for the following course(s). (List course(s) and check (√) the appropriate columns:

COURSE NAME	NUMBER			MINISTRY AUTHORIZED	BOARD AUTHORIZED
	10	11	12		

2.2 I am ready for Equivalent Credit because:

I have obtained Credentials from another education jurisdiction which are approved in the Handbook of Procedures or the Course Information Booklet.

Name of Jurisdiction(s) \_\_\_\_\_

Title of Credential(s) \_\_\_\_\_

(Attach copies of documents indicating successful completion of course work which Equivalent Credit is being sought).

I seek equivalency for credentials from another institution and no equivalency has been established by the Handbook of Procedures or the Course Information Booklet.

Name of Institution(s) \_\_\_\_\_

Title of Credential(s) \_\_\_\_\_

(Attach copies of documents indicating successful completion of course work for which Equivalent Credit is being sought).

or

I have appended a summary of experience and activities which match the learning outcomes of the course for which I am seeking Equivalent Credit.

Signature of Student \_\_\_\_\_

### 3.0 STATUS OF REQUEST

3.1 There is sufficient evidence to provide Equivalent Credit for the following course(s):  
(Refer to 2.1)

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3.2 There is insufficient evidence to provide Equivalent Credit for the following courses:  
(Refer to 2.1)

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3.3 Signature of School Principal or designate.

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