



AC.3.18.1 Recognition of Prior Learning – Credit Courses

Transfer Credit/Course Equivalency Evaluation Rubric

1. This rubric is used to determine transfer credit (TC) or course equivalency (CE) at the course level, to provide consistency and transparency in decision-making.
2. Overall, the course being evaluated must be an 80% match (strong match) to the course for which credit/equivalency is sought (unless the course is an elective, in which case transfer credit or course equivalency may be granted for a course from an academic discipline or subject area within a discipline that meets the program's elective requirements, and an 80% content match is not required or the Dean responsible for the course has determined that a 70% content match is permissible for an introductory course).
3. Refer to AC.3.18.1 Recognition of Prior Learning – Credit Courses for additional information.

COURSE BEING EVALUATED:	SAIT COURSE FOR WHICH CREDIT/EQUIVALENCY SOUGHT:	SAIT program(s) (if applicable):
Institution: Course Name: Course Code:	Course Name: Course Code:	From: To:

1. Credit/Equivalency Factors <i>Using the information available to you, assess the following factors.</i>	
a. Course Description	<i>Look for similar wording; high-level similarities.</i>
b. Topics / Subject(s) covered in course	<i>Review course schedule, map or similar documentation.</i>
c. Learning Outcomes and Objectives,	<i>Assess cognitive levels in learning outcome and depth of learning required.</i>
d. Assessments/Evaluations	<i>Review percentage allocation of evaluations, type and nature of assessments.</i>
e. Course Credits	
f. Course Hours	
g. Other	<i>Compare textbooks, learning materials, other factors.</i>



2. Degree Course Factors: *Applicable to all degree courses for which transfer credit/course equivalency is sought, in addition to the factors listed in section 2.*

a. SAIT depth of learning (junior/senior courses)	TC: <i>Refer to sending institution's policy and/or course numbering procedure</i> CE: <i>Refer to SAIT process to determine depth of learning for junior/senior level courses</i>
b. Course Role(s) (Refer to Program of Study)	<i>How does course role match the program of study requirements for the receiving program?</i>

EVALUATOR Name and Title	
SECOND EVALUATOR Name and Title (if applicable)	
Date	