

## **Administrative Procedure 366**

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# **COURSE EQUIVALENCY**

## **Background**

The District recognizes that relevant learning can be acquired by students outside the regular school system. Course equivalency is recognition of valid credentials equivalent to Grade 11 and 12 levels/courses. Equivalency encompasses two kinds of learning activities:

- A credential granted by a recognized outside agency, or
- A credential from another school jurisdiction.

The Ministry of Education and Child Care has determined that students may be given credit for Ministry-approved external courses developed or offered outside of the British Columbia school system.

Procedures must be established to facilitate equivalency reviews at the District and school levels.

## **Definitions**

Course equivalency is the process of receiving credit for a Grade 11 or Grade 12 course based on documentation from another educational jurisdiction or institution that shows that the student has achieved the learning outcomes of a course offered within the regular B.C. school system. The course equivalency process is not intended to recognize undocumented prior learning (see [Administrative Procedure 365 - Course Challenge](#)).

Equivalent course means that the course matches at least 80% of the prescribed learning outcomes of a Ministry-authorized or locally developed course taught within the District.

Recognized outside agencies include agencies currently sanctioned by the Ministry of Education and Child Care for equivalency credit and agencies sanctioned in the future.

## **Procedures**

1. Equivalency reviews are available for students registered in the District.
2. A student initiating an equivalency review must adhere to school and District policies and procedures relating to equivalency.

3. Equivalency credits will only be granted for courses and programs that meet all of the following requirements:
  - 3.1 The student is able to provide documentation that the course has been successfully completed.
  - 3.2 The course matches 80% of the prescribed learning outcomes of a Ministry-authorized or locally developed course taught within the District.
  - 3.3 The course has been completed in another institution or educational jurisdiction outside the regular B.C. school system.
  - 3.4 The course satisfies different learning outcomes than those of courses for which the student already has credit. A student cannot receive credit for two equivalent courses.
4. Two-credit and four-credit courses only are open to equivalency reviews.
5. To gain successful equivalency, it must be determined that the student has met the same standards as those expected of students taking the regular course.
6. The final decision on equivalency credit will be approved by the Principal.
7. Approved equivalency credit will either be assigned a percentage and letter grade or a “transfer standing” (TS), as outlined in the [B.C. Handbook of Procedures](#), [B.C. Graduation Program Policy Guide](#) and [B.C. Graduation Program Policy Guide](#).
8. Principals will establish and communicate appropriate timelines for equivalency reviews based on timetabling and resources available.
9. Procedures will be established and communicated to students and parents through regular school communications channels.

Reference: Sections 20, 22, 65, 75, 85 School Act  
Graduation Program Order M302/04

Adopted: December 15, 2020