

## EQUIVALENCIES PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Academic
<b>Parent Policy:</b>	Admissions Policy
<b>Approval Date:</b>	June 15, 2020
<b>Effective Date:</b>	July 1, 2020
<b>Procedure Owner:</b>	Chief, Customer Experience Officer
<b>Procedure Administrator:</b>	Senior Manager, Registrar

### Overview:

This procedure explains how NorQuest College determines course equivalencies in its admissions process.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

NorQuest College publishes admission requirements for post-secondary programs in the Academic Calendar. Academic admissions requirements are usually listed in terms of courses that are offered through Alberta Education or by NorQuest College.

If an applicant presents academic coursework that was not taken through Alberta Education or at NorQuest College, the Office of the Registrar is responsible for determining whether the coursework is equivalent to the admission requirements.

Equivalencies may be established at any point in an academic year and, once established, remain in effect for (at minimum) the duration of that academic year.

In determining equivalencies, the Office of the Registrar will:

- Use available resources, e.g. equivalencies charts published by the Alberta Council on Admissions and Transfer or advice received from the International Qualifications Assessment Service.
- Consult internally with subject matter experts in academic faculties, for review of presented courses, as necessary.

In cases where a particular grade in a course is required for admission, the Office of the Registrar will determine which corresponding grade is required in the presented course, taking into consideration the grading scale under which the presented course was evaluated.

The Office of the Registrar may also accept a presented course which is at a higher level than the required course. This applies in cases where it is clear that an applicant would be required to have mastery over the required course's content in order to succeed in the presented course.

<b>Definitions:</b>
<b>Related NorQuest College Information:</b>
<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

**Academic Calendar:** an annual publication of academic regulations, academic dates, programs of study, and course descriptions. The NorQuest College website is the official source of Academic Calendar information.

**Admission Requirements:** a set of criteria stipulating education, training, or experience needed to be accepted to a program of study. May include minimum marks, levels of achievement, exam scores, and/or documentation of relevant experience. Also known as *entrance requirements*.

- [Admissions Policy](#)

N/A

May 2024

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