



<b>SUBJECT</b>	<b>Recognition of Postsecondary Equivalent Courses Offered by Contract Training, Distributed Learning and Continuing Education</b>
<p><b><u>BACKGROUND</u></b></p> <p>Portable Skills for Evolving Careers, Value for Your Learning Investment, and Learning for Life are some of the guiding principles of Northern College. Those guiding principles are demonstrated by the collaboration that occurs between the postsecondary, Contract Training, and Distributed Learning and Continuing Education departments when the Contract Training and the Distributed Learning and Continuing Education departments offer courses that may be considered for a postsecondary credit.</p> <p><b><u>POLICY</u></b></p> <p>The Academic Division will recognize postsecondary equivalent courses offered by the Contract Training and Distributed Learning and Continuing Education Departments. Approval for these equivalent courses must be obtained from the Director of the relevant School.</p> <p><b><u>PROCEDURE</u></b></p> <p>The following procedures will be adhered to for recognition of postsecondary equivalent courses offered by Contract Training and Distributed Learning and Continuing Education Departments:</p> <ol style="list-style-type: none"> <li>Contract Training and/or Distributed Learning and Continuing Education Departments will provide the appropriate academic Director/Executive Regional Director and Registrar with list of planned courses which they believe might qualify for postsecondary equivalence. The list of courses will be submitted at the earliest possible time prior to the start of the course. All documentation pertaining to course curriculum/outlines are to be appended to the list.</li> <li>The academic Director/Executive Regional Director will render a decision in consultation with the appropriate coordinators and/or faculty members on the equivalency of each of the submitted courses. A decision in writing will be forwarded to Department and the Registrar's office as to the acceptance or refusal of course equivalency.</li> <li>Once a course has been given "equivalency" status, the course will be assigned the same course number as its postsecondary equivalent. It will also be the responsibility of the Contract Training and/or Distributed Learning and Continuing Education Departments to ensure:</li> </ol>	

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	<ul style="list-style-type: none"> <li>• that the content of courses evolves to match any changes in the postsecondary equivalent;</li> <li>• the content of the course covers the learning outcomes;</li> <li>• that the integrity of student evaluation is maintained.</li> </ul> <p>4. Disagreements will be referred to the Executive Regional Director.</p>

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