

Credit Transfer Guide

2018

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Student and Educator Services

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1 Credit Transfer Guide

Saskatchewan Secondary Education

1.1 Forward

The Saskatchewan Ministry of Education, through the Office of the Registrar, provides services to schools and school divisions whereby students entering the secondary level system (grades 10 to 12) from out-of-province and out-of-country have their secondary level student records evaluated against Saskatchewan secondary course requirements.

Out-of-province credit transfers for secondary level students are completed by the school administrator or designate (e.g., guidance councillor). The Student Data System (SDS) Credit Transfer web application is used to enter Saskatchewan course equivalencies for students transferring from another Canadian province/territory to a Saskatchewan high school.

Out-of-country credit transfers for secondary level students are evaluated by the Office of the Registrar due to the variety and complexity of international education systems.

An evaluation will **not** be completed if the student has a complete secondary standing from out-of-province or out-of-country. The student will be upgrading or attaining additional secondary (high school) credits if enrolling in a secondary high school program.

Post-secondary institutions have the responsibility for international or Canadian assessments of students applying to or enrolling in post-secondary programs. Student and Educator Services does not provide evaluation support for post-secondary out-of-province and out-of-country student enrolments to post-secondary programs.

Primary and Middle Years

At the primary and middle levels (Kindergarten through to Grade 9), principals make transfer decisions based on the year of completion in the originating jurisdiction.

Adults

Mature students who wish to complete a Saskatchewan secondary education (grades 10 to 12) or an Adult secondary level standing (Grade 12) must submit their high school level academic records to the school they are, or will be attending, for a credit recognition evaluation.

ABE and GED records cannot be equated to Saskatchewan secondary level standing.

Private school transfers (from outside Saskatchewan)

All requests for evaluation of out-of-province private school documents should be referred to the Office of the Registrar for consideration and evaluation. If the private school information appears on an official transcript issued by a Ministry of Education in another province or territory, it can be evaluated at the school level.

Evaluation Appeal Procedures

In the event there is a disagreement with an evaluation decision, a student and/or principal may request an appeal through the Office of the Registrar. The decision will be reviewed in consultation with the school. As part of the review process, schools have the authority to review curriculum content a student has taken in another jurisdiction, and to evaluate the student's knowledge and skills based on Saskatchewan Ministry of Education learning outcomes. This may result in registering the student in a particular Saskatchewan course and assigning a mark (Course Challenge and/or fast-tracking policy options). It also may result in the school making a recommendation regarding grade level and the level of difficulty (i.e., modified or regular) of courses in which the student will be registered.

Questions concerning out-of-province and out-of-country evaluations should be directed to:

Ministry of Education
Information Management and Support Branch
Student and Educator Services

Telephone: 306-787-1025
Email: credit.transfer@gov.sk.ca

1.2 Introduction

The *Credit Transfer Guide: Saskatchewan Secondary Education* has been developed to provide support to guidance counsellors and principals in making placement decisions for students transferring into a Saskatchewan secondary school. It establishes ministry policy, procedures and guidelines for conducting out-of-province evaluations (Canadian transfers) as well as out-of-country transfers.

The ministry provides support to schools through:

- this document, the *Credit Transfer Guide: Saskatchewan Secondary Education*;
- the CMEC document, *Secondary Education in Canada: A Student Transfer Guide 10th Edition 2008–2009* <http://www.cmec.ca/>; and,
- telephone counselling.

1.3 Policy

1.3.1 Out-of-Country Evaluations

Student and Educator Services will complete evaluations for out-of-country students enrolled and registered in a secondary program (Regular English Program 24 Credit Policy), French immersion/Bilingual program, etc.) who do not have a complete secondary education from the country from which they arrived. In this case, Student and Educator Services will evaluate the secondary records upon receipt of the required official international secondary documents by mail or courier. The official documents will be returned via priority post to the school from which submitted.

- **Original or official documents** issued by the appropriate authority from the educational institution that awarded the student's credential are required for out-of-country evaluation. Official documents must bear the original signature and/or seal of the school, examining board, or Ministry of Education. If external examinations are a requirement of the level or grade completed, the original certificates from those examining boards are required.
- Scanned, copied, faxed, emailed, or notarized/certified copies of documents will **not** be accepted.
- Forged and/or altered documents will not be returned to the school or student.

The official documents are required in the original language, and (if applicable) an English translation is required. The official literal English translation must be completed by a certified member of an association of translators and interpreters (e.g., <http://atisask.ca/>). The Translation Agency of Saskatchewan is not recognized as it does not have certification as a member organization of the CTTIC (Canadian Translators, Terminologists and Interpreters Council). Student and Educator Services incorporate the principles and guidelines from the Provincial Assessment Committee (Canada), the Council of Europe and UNESCO for assessment procedures and criteria (i.e., translation; document requirements; level of study; duration of study program).

Foreign secondary qualifications are analyzed in terms of their home contexts and points of difference and/or similarity in relation to Saskatchewan context (Credential Evaluation).

It should be noted that the process of evaluation of foreign credit standing is based on a widely used international system of credential recognition. Credit recognition evaluation does not have a direct correlation to course content and curricular outcomes in Saskatchewan. They will be granted credit recognition for final complete pass marks providing the secondary school the student is transferring from is an accredited and recognized school. (All international schools require recognition by their state and/or Ministry of Education.) Partial, mid-term, mid-year or provisional results will not be accepted for credit consideration.

American schools or international schools (including international Christian schools) using American curriculum must be a member and have an active full accreditation with one of the following regional accrediting associations of colleges and schools:

- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
- Middle States Association of Colleges and Schools

Note:

1. The Association of Christian Schools International (ACSI) is not a recognized accrediting association for Saskatchewan equivalency transfers.
2. Most schools outside Canada are “non-semestered” — full courses are year-long (American and other international schools “semester” results are what Canadian schools refer to as “mid-term” or “intergrade” marks).
3. It is common for schools in the southern hemisphere to operate on a calendar school year (starts in February and ends November), whereas schools in the northern hemisphere start in September ending in May, June, or July.

In Canada, each province determines credit requirements for completion at the secondary level. It is the practice in Saskatchewan, as in other provinces, to equate grade for grade at the elementary and middle level, with subject for subject also being considered at the secondary level.

Credit recognition can be given only for courses in which a final pass mark has been received and for which the Saskatchewan Ministry of Education has approved comparable courses. For example, a course taken in Astro Physics may receive credit recognition in Physics but a course in Oceanography does not have a comparable course. A special project credit may be given consideration in this instance.

Stanford Test results, SAT, and CAT scores are not considered by the ministry in an equivalency evaluation.

Required documents for international evaluations must be submitted to:

Ministry of Education
Information Management and Support Branch
Student and Educator Services
1st Floor – 2220 College Avenue
REGINA SK S4P 4V9

1.3.2 Canadian Evaluations (from other provinces/territories)

Schools are delegated authority to evaluate Canadian records pursuant to ministry policy.

An evaluation is to be completed if the student has not completed secondary education, and is enrolling in a secondary program such as the Regular English Program 24 Credit Policy, or the French Immersion/bilingual program to complete high school (secondary education).

The SDS Credit Transfer web application is used to enter Saskatchewan course equivalencies for students transferring from another Canadian province/territory to a Saskatchewan high school.

1.4 Out-of-Province Evaluation Procedures

Who may conduct the Out-of-Province evaluation?

Students entering a Saskatchewan secondary school from other provinces or territories should submit their official documents (see below) to the school they plan to attend. The student must be enrolled in the Saskatchewan high school prior to entering credit equivalency information for the student.

The principal or designate (i.e., guidance counsellor) will use the SDS Credit Transfer web application to enter Saskatchewan course equivalencies. (*Mozilla Firefox is the recommended browser for Credit Transfer*) A Credit Transfer Training Manual is located in the System Updates menu of the SDS. For additional information, contact credit.transfer@gov.sk.ca.

Official Canadian transcripts submitted to the school for evaluation should be returned to the student with a copy retained on the school file. A signature-certified copy of the required document from the province the student is transferring from must be emailed to credit.transfer@gov.sk.ca in order for the evaluation to be processed.

Partial, mid-term, mid-year or provisional results will not be accepted for credit consideration.

Course credit recognition results in a standing granted (SG) final mark being assigned. Numeric or alpha values are not transferred.

Upon receipt of the required documentation, the ministry Evaluation Officer will verify and approve the courses submitted through the SDS Credit Transfer web application. The approved course equivalencies are added to the student's Saskatchewan record. The school is notified by email with an attachment of the student's unofficial student profile.

The Evaluation Officer and the Registrar's Office may waive requirements in individual circumstances (i.e., Wellness/Physical Education requirements may be considered for waiver where the transferring student was a member of a hockey or national sport team at an athletic school.

Previously evaluated standing by another jurisdiction may not be considered in an evaluation. School divisions have the authority to review curriculum content from other education jurisdictions and to evaluate the student's prior knowledge and skills in relation to required curricular content outcomes in Saskatchewan. This review process can inform the strategic selection of courses that allow for English as an Additional Language (EAL) learner success as language skills are strengthened in age and grade appropriate settings. This may result in registering the student in a particular Saskatchewan course and assigning a mark. This is sometimes referred to as fast-tracking the student through the course. It may also result in the school making a recommendation regarding the grade level and course level of difficulty in which the transferring student will be registered.

Authenticity of Documents

Official documents are required for evaluation purposes. The documents must bear the original signature and/or seal from the school or Ministry of Education. In some provinces the final record is issued by the school while in other provinces the record is issued by the Ministry of Education.

Facsimile or photocopied documents may **not** be used for the official evaluation, but may provide information to assist in early placement of students.

The documents must be legible and complete (i.e., indicating school attended and location, dates in attendance, grade, courses taken, final marks and credit value achieved).

If concerns should arise as to the authenticity of the documents or that a document may have been altered in any way, the Office of the Registrar should be contacted.

Post-Secondary Achievement

Only secondary school achievement may be evaluated towards Saskatchewan secondary level course credit recognition. This may include grades 10, 11, 12 and Quebec College d'enseignement general et professionnel (General and Vocational College) (CEGEP).

Post-secondary achievement should be forwarded to the university or institution of the student's choice for possible recognition and/or acceptance.

Subject Specific Questions and Answers

English

- English Language Arts courses will be evaluated against Saskatchewan grade level requirements.
- Students successfully completing English at the Grade 10 level will receive English Language Arts A 10 for the respective semester. If the student completed the entire school year at the previous school, the student can be granted standing in both the English Language Arts A 10 and English Language Arts B 10 courses at that level. At the 30 level the same rule would apply. At the 20 level the student will be granted English Language Arts 20.
- If a student took Grade 10 English and Grade 11 English in the same year before transferring to Saskatchewan, English Language Arts A 10, English Language Arts B 10, and English Language Arts 20 would be granted.

Geography

The Social Studies 10, History 10, or Native Studies 10 requirement will be waived for students transferring from another province with a Grade 10 Geography credit.

Wellness 10

In cases where a student has received recognition for 0.5 credit in physical education, a request can be made to waive the compulsory 1.0 credit Wellness 10, Health Education/Physical Education 20/30 requirement.

1.5 Provincial Summaries

1.5.1 British Columbia

Required Documents/Transcripts:

- British Columbia *Transcript of Grades* (Ministry of Education issued)
 - official document of successfully completed Grade 10, Grade 11, and Grade 12 courses;
 - indicates course achievement levels and total credits earned towards graduation; and,
 - participation in special programs Career Program, Advanced Placement, International Baccalaureate, French Immersion or Programme francophone would be noted at the bottom of the transcript.
- British Columbia *Unofficial Transcript of Grades* (school issued)
- A copy of the student's *British Columbia Permanent Record Card* (school issued)
 - bears the school seal and the principal's signature. Schools are the official holders of student records even though the ministry provides a transcript service.

Credit value:

- A 2 credit course in British Columbia equates to a 0.5 credit in Saskatchewan and a 4 credit course equates to a Saskatchewan 1 credit course.

Marks:

- Grades 10, 11, and 12 marks are reported in both letter and percentage grades.
- 50% is a pass mark.

Contact: British Columbia Ministry of Education
Transcript Administrator
PO Box 9886
Station Provincial Government
VICTORIA BC V8W 9T6

Phone: 250-356-7270

Transcripts : <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

Website : www.bced.gov.bc.ca/

Email : studenttranscripts@gov.bc.ca

1.5.2 Yukon Territory

Note: *The education system in the Yukon Territory utilizes British Columbia provincial examinations.*

Required Documents/Transcripts:

- Yukon *Transcript of Grades* (Ministry of Education issued)
 - official document of successfully completed Grade 10, Grade 11, and Grade 12 courses;
 - indicates course achievement levels (with exception of in-progress, incomplete, failure or withdrawal courses) and total credits earned towards graduation; and,
 - participation in special programs Career Program, Advanced Placement, International Baccalaureate, French Immersion or Programme francophone would be noted at the bottom of the transcript.
- Yukon Unofficial *Transcript of Grades* (school issued)
 - bears the school seal and the principal's signature. Schools are the official holders of student records even though the ministry provides a transcript service.

Note: Contact Yukon Department of Education Student Information and Assessment if the student has been out of school for more than five (5) years.

Credit value:

- A 2 credit course represents 50 to 60 hours of instruction and equates to a Saskatchewan 0.5 credit.
- A 4 credit course represents 100 to 120 hours of instruction and equates to 1 Saskatchewan credit.

Marks:

- Senior high school achievement (grades 10 to 12) is reported in both letter and percentage grades.
- 50% is a pass mark.

Contact: Yukon Education
Student Information & Assessment
1000 Lewes Blvd.
Box 2703
WHITEHORSE YK Y1A 2C6

Phone: 867-667-5170

Fax: 867-663-7983

Transcripts: www.education.gov.yk.ca/transcripts.html

Website: www.education.gov.yk.ca/

E-mail: transcripts@gov.yk.ca

1.5.3 Alberta

Required Documents/Transcripts:

- *Alberta Transcript of High School Achievement* (Ministry of Education issued for a required fee)
 - Senior high school includes Grade 10, Grade 11 and Grade 12.
- Unofficial Alberta *Detailed Academic Report* (Ministry of Education issued to the student at no cost).

Credit value:

- 1 credit is 25 hours of instruction.
- A 5 credit course is 125 hours of instruction (equates to 1 Saskatchewan credit).
- A 3 credit course is 62.5 hours of instruction. In Work Experience and Special Projects this is extended to 75 hours (equates to a Saskatchewan 0.5 or to 1 credit if a 0.5 credit not available).

Marks:

- In senior high, achievement is reported in percentages.
- 50% is a pass mark.

Contact: Alberta Education
Transcripts and Diplomas Office
2nd Floor, 44 Capital Boulevard
10044-108 Street NW
EDMONTON AB T5J 5E6

Phone: 780-427-5732

Fax: 780-422-2137

Transcripts : www.education.alberta.ca/transcripts/how-to-order/
www.education.alberta.ca/detailed-academic-report

Website : www.education.alberta.ca/

Email : TAD@gov.ab.ca

1.5.4 Northwest Territories

Note: *The education system in the Northwest Territories is similar to the Alberta system.*

The NWT uses Alberta diploma examinations, and a range of curricula and teaching resources including all high school courses and text books.

Required Documents/Transcripts:

- *Northwest Territories Transcript of Secondary Schooling* (Ministry of Education issued)
 - while the numbering system is the same as Alberta, the transcript document is unique to the Northwest Territories;
 - includes Grade 10, Grade 11 and Grade 12; and,
 - includes department examination results.
- Unofficial *NWT Student Validation Statement* (Ministry of Education issued)

Credit value:

- 1 credit is 25 hours of instruction.
- A 5 credit course is 125 hours of instruction (equates to 1 Saskatchewan credit).
- A 3 credit course is 75 hours of instruction (equates to a 0.5 or to 1 Saskatchewan credit if a 0.5 credit not available).

Marks:

- Achievement is reported in percentages.
- 50% is a pass mark.

Contact: Northwest Territories Education, Culture and Employment
Student Records
PO Box 1320
YELLOWKNIFE NT X1A 2L9

Phone: 867-767-9353 ext. 71271

Fax: 867-873-0499

Website: www.ece.gov.nt.ca/en

Transcripts: www.ece.gov.nt.ca/en/services/student-records

Email: student_records@gov.nt.ca

1.5.5 Nunavut

Note: *The education system in Nunavut is similar to the Alberta system.*

Nunavut uses Alberta diploma examinations, and a range of curricula and teaching resources including all high school courses, and text books.

Required Documents/Transcripts:

- Official *Transcript of Secondary Schooling* (Ministry of Education issued)
 - includes Grade 10, Grade 11 and Grade 12;
 - includes department examination results;
 - while the numbering system is the same as Alberta, the transcript document is unique to Nunavut; and,
 - Alberta programs and curricula are approved for use in Nunavut schools.

Credit value:

- 1 credit is 25 hours of instruction.
- A 5 credit course is 125 hours of instruction (equates to 1 Saskatchewan credit).
- A 3 credit course is 75 hours of instruction (equates to a 0.5 or to 1 Saskatchewan credit if a 0.5 credit not available).

Marks:

- Achievement is reported in percentages.
- 50% is a pass mark.

Contact: Nunavut Department of Education
Transcripts, Student Records
PO Box 204
PANGNIRTUNG NU X0A 0R0

Phone: 867-473-2612

Fax: 867-473-2695

Transcripts: <https://www.gov.nu.ca/education/information/student-records-and-student-information-system-hsis>

Website: www.gov.nu.ca/education/

Email: studenttranscripts@gov.nu.ca

1.5.6 Manitoba

Required Documents/Transcripts:

- An unofficial school transcript or report card (school issued).
- An official Manitoba Education *Statement of Marks/Relevé de notes* (Ministry of Education issued)
 - **Note:** may not be available until after the completion of the school year (September or October).

Credit value:

- 0.5 credit is 55 hours of instruction and equates to a 0.5 credit in Saskatchewan.
- 1 credit is 110 hours of instruction and equates to 1 credit in Saskatchewan.

Marks:

- 50% is a pass mark.

Contact: Manitoba Education and Training
Professional Certification and Student Records Unit
PO Box 700
402 Main Street
RUSSELL MB R0J 1W0

Phone: 204-773-2998 or 1-800-667-2378

Fax: 204-773-2411

Website: www.edu.gov.mb.ca/k12/studrec/marks.html

E-mail: sturecords@gov.mb.ca

1.5.7 Ontario

Required Documents/Transcripts:

- *Ontario Student Transcript (OST)* (school issued)
 - the official transcript issued on Ontario Ministry of Education transcript paper;
 - Public schools, separate schools, school boards/authorities can be found in the *School and Board Finder* posted on the Ontario Ministry of Education website <http://www.edu.gov.on.ca/eng/sbinfo/> and private school addresses from the directory of [*Private Elementary and Secondary Schools*](#).
 - includes a record of all Grade 9 and Grade 10 courses begun and successfully completed; and,
 - all successful and unsuccessful attempts at completing Grade 11 and Grade 12 courses.

Credit value:

- 1 credit is 110 hours of instruction and equates to a Saskatchewan 1 credit. 0.5 credit is 55 hours of instruction and equates to a Saskatchewan 0.5 credit.

Marks:

- 50% is a pass mark. EQV indicates an evaluation of records from outside the jurisdiction of the Ministry of Ontario.

1.5.8 Quebec

Required Documents/Transcripts:

- *Relevé des apprentissages* (Ministère de l'Éducation issued)

Credit value:

- Secondary courses may carry a value of 1 credit or as many as 12 credits, with 1 credit being equivalent to 25 hours of instruction. A secondary level 2 credit course in Quebec equates to a 0.5 credit in Saskatchewan and a 4 credit course to a Saskatchewan 1 credit course.
- At the CEGEP level 1 credit is equivalent to 45 hours of instruction. A CEGEP level 1 credit course in Quebec equates to a 0.5 credit in Saskatchewan and a 2 credit course to a Saskatchewan 1 credit course.

Marks:

- Numerical marks are reported in secondary IV and V and CEGEP.
- 60% is a pass mark in secondary IV and V and CEGEP courses.

Contact: Ministère de l'Éducation, et de l'Enseignement supérieur
Direction de la sanction des études (DSE)
675, boulevard René-Lévesque Est
Aile René-Lévesque 4^e étage
QUÉBEC QC G1R 6C8

Phone: 418-643-1761

Fax: 418-643-3933

Website: www.education.gouv.qc.ca

Transcripts:

English: <http://www.education.gouv.qc.ca/en/references/obtain-an-achievement-record-or-a-diploma/>

Français: <http://www.education.gouv.qc.ca/references/obtenir-un-releve-ou-un-diplome/>

E-mail: DSE-Registrariat@education.gouv.qc.ca

1.5.9 New Brunswick

Required Documents/Transcripts:

- *New Brunswick High School Transcript* (school or school district office issued)

Credit value:

- 1 credit equals 90 or 110 hours of instruction and equates to 1 Saskatchewan credit.

Marks:

- 60% is a pass mark.

1.5.10 Nova Scotia

Required Documents/Transcripts:

- *Nova Scotia High School Transcript* (school issued)
 - The province does not maintain a provincial registry.
 - Records are maintained at the school level and transcripts are issued by schools in a common Nova Scotia Ministry of Education transcript format.

Credit value:

- 1 credit represents 110 hours of instruction and equates to 1 Saskatchewan credit.
- 0.5 credit represents 55 hours of instruction and equates to 0.5 Saskatchewan credit.

Marks:

- Marks are represented by a percentage grade.
- 50% is a pass mark.

1.5.11 Prince Edward Island

Required Documents/Transcripts:

- *Prince Edward Island High School Transcript* (school issued)
 - The province does not maintain a provincial registry.
 - A record of courses completed or attempted while attending senior high school. All senior high schools use the same transcript. After the student leaves school, the Provincial Student Transcript will be kept on file in the last high school attended and a copy is usually provided to the student upon graduation or school leaving.

Credit value:

- 1 credit represents 110 hours of instruction and equates to 1 Saskatchewan credit.
- 0.5 credit represents 55 hours of instruction and equates to 0.5 Saskatchewan credit.

Marks:

- Marks are represented by a percentage.
- 50% is a pass mark.

1.5.12 Newfoundland and Labrador

Required Documents/Transcripts:

- *Newfoundland and Labrador High School Transcript* (Ministry of Education issued)
 - Includes all final marks and credits, and a detailed evaluation of total credits achieved against graduation requirements.

Credit value:

- 2 credits represent 110 to 120 hours of instruction and equate to 1 Saskatchewan credit.
- 1 credit represents 55 to 60 hours of instruction and equates to 0.5 Saskatchewan credit.

Marks:

- Marks are represented by a percentage.
- 50% is a pass mark.

Contact: High School Certification
Department of Education and Early Childhood Development
PO Box 8700
ST. JOHN'S NL A1B 4J6

Phone: 709-729-7925

Fax: 709-729-0611

Website: www.ed.gov.nl.ca/edu/k12/highschool/transcripts.html

E-mail: transcripts@gov.nl.ca