RAIC Syllabus Program

Academic Credit Assessments and Equivalency Assessment

Revision History

Issued Date	Review Date	Approved Date	Approved By
June 26, 2017			
	October 2019	January 31, 2020	RAIC Board

Purpose

The purpose of this policy is to place an applicant at the most appropriate level of study. The policy applies to the application for credit assessment for incoming students and for program students who wish to receive credit for courses taken at other educational institutions.

Note: This policy applies to theory, history and technical courses only. For policy regarding design studios, refer to *Syllabus Design Studio Advanced Standing - Application and Approval Policy and Procedures.*

Statement

In order to qualify for graduation student will need to have completed 117-course credits, 57 of which are academic course credits. Based on relationships developed with various technology schools, students have no more than 30 granted credits toward the 117-credit Syllabus Program requirements.

'Granted' credits are defined as credits obtained through completion of courses outside of the Syllabus program but accepted as equivalents to Syllabus courses. 'Earned' credits are defined as credits obtained through completion of a Syllabus course.

Applying for Entry Credit Assessment

Diploma applicants wishing to apply for advanced standing based on previously completed post-secondary courses submit (for each institution) the following online through the Syllabus student portal:

1. ONE (1) Official Transcript. Some institutions will not release transcripts to students, in which case the applicant will enclose a photocopy of the request for transcript sent to the institution, and the assessment will be held in abeyance until transcripts are received by the Syllabus Registrar.

2. ONE (1) set of digital copies (pdfs) of *detailed* course outlines (not calendar descriptions), including reading lists, assignment requirements and evaluation methodologies, name of instructor, credit value of completed course, duration and final mark obtained.

3. ONE (1) digital (pdf) completed course comparison table (click here for course comparison table template) indicating which previously completed courses are to be considered for which Syllabus course(s).

    1. Students may submit multiple course descriptions to be compared against ONE (1) Syllabus course but may NOT submit one previously completed course to be compared to multiple Syllabus courses.

4. Payment of application fee plus applicable taxes, for Entry Credit Assessment Fee. Please note that this fee is subject to change at any time.

5. Refer to the Syllabus Fee table for application fees.

Click here to review the [Entry Credit Assessment Form](#)

Applying for Equivalent Assessment:

Should a student wish to take courses at another institution while enrolled in the Syllabus, with the intent to transfer credits toward Syllabus courses, permission must first be obtained from the Registrar. The Proposed Equivalent Assessment fee will be processed at the time of assessment.

In cases where a student is enrolled in the Syllabus and elects to take some courses at a university, or other accredited post-secondary institution, 'granted' credits may be considered as 'earned' if approved by the Registrar and Syllabus Director.

Prior to enrolment at the institution, the student must forward the following documentation, along with their request, to the Registrar:

1. ONE (1) digital copy (pdfs) of *detailed* course outlines (not calendar descriptions), including reading lists, assignment requirements and evaluation methodologies, name of instructor, credit value of completed course, duration and pass mark required.

Refer to the Syllabus Fee table for Equivalent Assessment fees.[1]

Review of Entry Credit Assessment and Equivalent Assessment

Once the application has been received it will be reviewed for completeness by the Syllabus Registrar. If all information was provided the documentation will be packaged and sent to the Credit Assessment contact at Athabasca University. The Entry Credit Assessment or Equivalent Assessment can take up to three weeks.

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[1] Please refer to the RAIC Syllabus Administrative Fees section online. Royal Architectural Institute of Canada. "Fees, Payment Schedule & Allocation of Expenses." (accessed 2019-08-14) https://raic-syllabus.ca/fees-payment-schedule-allocation-expenses