

AC.6.3.1	
CO-CURRICULAR RECOGNITION	
Section:	Academic/Student (AC)
Subject:	Student Services
Legislation:	
Effective:	September 21, 2017
Revision:	April 13, 2022; April 30, 2024

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to recognize student learning achieved through approved co-curricular activities.

PROCEDURE

DEFINITIONS

Capability	For the purpose of this procedure, a capability is a set of defined behaviours that provides a structured guide enabling the validator to identify and evaluate the performance of these behaviours by students engaged in a co-curricular activity. A list of capabilities is set out in Schedule A, an Associated Document to this procedure.
Co-curricular activity (CCA)	An activity that is not part of a student’s academic requirements or activities but that supports student engagement and contributes to campus life. Examples include but are not limited to participation in athletics, student clubs, peer mentoring, peer tutoring, study abroad, competitions, and professional associations and organizations.
Student engagement coordinator	A SAIT employee who creates, organizes, publicizes, and administers co-curricular activities.
Co-curricular recognition (CCR)	An official SAIT process validating student achievement and involvement in approved co-curricular activities through an experiential record. It is separate from the student’s transcript and academic record.

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Validation process

A process that determines whether a student has completed the participation requirements (length of time and demonstration of capabilities) for the activity to be recognized as part of the co-curricular recognition program.

Validator

A SAIT or SAITSA employee responsible, in consultation with applicable stakeholders, for approving or declining students' requests to add activities and capabilities to their co-curricular record. The student participating in the activity selects the validator (unless one has already been assigned); for instance, a validator might be the instructor attached to a student club.

GOVERNING PRINCIPLES

1. This procedure applies to students currently enrolled in either a SAIT credit program or in an apprenticeship program.
2. Co-curricular activities (CCAs) allow students to develop transferable knowledge and skills that enhance student learning and employability and are in addition to the knowledge and skills that students acquire through their academic studies.
3. CCAs support and enhance student engagement and employment opportunities. They cannot, however, interfere with a student's academic responsibilities.
4. CCAs encourage and recognize meaningful student involvement outside of the requirements of their academic programs.
5. Students may select more than one activity in any academic year. However, if an activity carries over from one academic year to the next, students will need to select that activity at the start of each academic year.
6. Employees and students may request an activity to be recognized as a CCA by submitting a proposal to the student engagement coordinator that provides details on the activity. The coordinator will review the proposal and determine if it qualifies as a CCA.
7. Detailed processes are set out in the Co-Curricular Recognition Process Manual, Schedule B, an Associated Document to this procedure.

PROCEDURE

A. Co-Curricular Recognition Requirements

1. In order for a CCA to be considered as part of a student's co-curricular experiential record, it must:

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- a) Require a minimum 12-hour time commitment from the student outside of the student's academic requirements, to be completed within one academic year;
- b) Demonstrate capability development through an assessment that the student submits after the activity;
- c) Align with at least one of the capabilities set out in Schedule A, an Associated Document to this procedure; and
- d) Be approved by the validator.

B. Activity Selection

1. The student logs into the CCR database. The Office of Student Engagement, Student Services department, is responsible for managing the CCR database.
2. The student chooses a CCA and a position within that activity. For instance, the activity may be "student club", and the position may be "club treasurer".
3. A student can choose a CCA before, during, or after the start of that activity. However, the student must have all CCA activities for the current academic year entered into the database by August 15 of the following academic year, as per paragraph B.6 of this procedure.
4. The student completes the CCA.
5. The student selects one capability for each 12-hour commitment in a CCA. The number of capabilities selected will depend on the hours committed to the CCA and the requirements of the specific CCA. The student must complete an assessment for each activity.
6. The student submits the CCAs and capabilities to be approved by the validator, by August 15 of the following academic year. This allows for the validation of activities up to August 31 of that academic year. After this date, records for the current academic year will be sealed and no previous CCR activities can be entered into the system.

C. Validation of a Student's Co-Curricular Activity

1. Should the student experience difficulty finding a validator, the student engagement coordinator will assist the student in this process.
2. Upon completing the CCA, the student submits via the Co-curricular recognition module on My Career Module a request for approval of the CCA from the validator.

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3. If the validator determines that the student has completed the CCA, met the required number of hours to achieve the selected capabilities, completed the assessment, and demonstrated the capabilities, the validator will approve the student's submission. The Office of Student Engagement will provide validator training.
4. If the validator determines that the student has not completed the CCA, has not met the required number of hours to achieve the selected capabilities, has not completed the assessment, and/or has not demonstrated the capabilities, the validator will decline the student's submission.
5. The student is notified of the validator's decision via My Career Hub.
6. The student may publish their experiential record directly from the CCR module. This record is separate and distinct from the transcript issued by the Office of the Registrar.
7. A student unsatisfied with the validator's decision can appeal the decision, as set out in Section D of this procedure.
8. SAIT has the sole discretion to decline the student's submission in a situation where a student has been found to have committed non-academic misconduct, as per procedure [AC.3.4.4 Student Non-Academic Conduct](#), in relation to a CCA.

D. Appeal Process

1. A student who disagrees with the validator's decision shall first discuss that decision with the validator.
2. If the student is not satisfied with the outcome of that discussion or is unable to contact the validator, the student shall, within 15 business days of the validator initially declining the submission, send an e-mail to the Manager, Office of Student Engagement, outlining the student's concerns and requesting the manager to review the decision.
3. At the Office of Student Engagement manager's discretion, the review may be by way of a face-to-face meeting, by e-mail or by other form of communication. If the manager determines that the appeal requires a formal face-to-face meeting with the student, the student is entitled to bring an individual with them to the meeting for advice and support; in general, however, only the student can speak on the student's behalf. The validator will usually be present at this meeting.
4. The Office of Student Engagement manager's decision is final and binding.

ASSOCIATED DOCUMENTS

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| Schedule A | List of Capabilities |
| Schedule B | Co-Curricular Recognition Process Manual |

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POLICY/PROCEDURE REFERENCE

AC.6.3 Co-Curricular Recognition policy

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PROCEDURE