# Academic Equivalence Requests

Information & Procedures

# Preliminary Information

- Any student may submit an equivalence or substitution request for courses he or she has previously taken. Such courses may have been taken at another college or at the university level.

  With the exception of the French Baccalaureate and Grade Twelve Canadian courses (outside the Province of Quebec), high school courses are not accepted for equivalence or substitution requests.

- The Quebec Ministry of Education is very rigorous in terms of the equivalences and substitutions granted. This is why a complete file is required to process such requests. We ask that you submit your equivalence requests as soon as possible, so that we can better analyze the impacts of these requests.

LaSalle College
Montréal

# Preliminary Information (Continued)

- We ask that you submit your equivalence requests as soon as possible, so that we can better analyze the impacts of these requests.

- Please refer to the **Important Dates Guide**: in it, you will find the deadline for submitting an equivalence request for the current semester.

# Analysis Criteria

- Level of education equivalent to or higher than the DEC or AEC:
  - o   In cases involving certain *Senior School Grade XII* courses, equivalences may be accepted.

- Course content, objectives, and standards.

- The final grade earned in any submitted course must correspond to at least 60%

- Recognition of the educational institution

- Year/semester of course completion

- Complete supporting documentation (see next section)

# Procedure and Documents to be Submitted

## Procedure

1.  The equivalence request form is available in the Documents and Messages section of your Omnviox.

    *   Each request is unique, so you must complete a form for each course you wish to have recognized.

2.  You must submit the form, along with the complete file (see next section), to the following email address: secretaire@collegelasalle.com

3.  Until you are informed of the decision, you must attend the course(s) in question, as indicated in the *Institutional Policy on Evaluating Learning* (IPEL).

    You will receive a copy of the decision from Adobe Sign, which will be sent to your personal email. If you are currently registered for a course for which an EQ/ SU is granted, it will be removed from your class schedule.

    *   Depending on the complexity of your request and various priorities, please note that it may take up to 3 weeks for your program director to inform you of the decision.

## Documents to be Submitted

1.  An official transcript

2.  Official and detailed course outlines

3.  A copy of the diploma obtained (if required)

4.  Any other supporting documentation that may help to demonstrate your acquired knowledge

    * You are responsible for submitting all necessary supporting documentation to bolster your application

    ** Please note that your request will only be processed once your file is complete (i.e. once all supporting documentation has been submitted).

LCI EDUCATION NETWORK MEMBER