

HEC MONTRÉAL

**Politique sur la
reconnaissance des
acquis de HEC Montréal**

**HEC Montréal policy on
the recognition of prior
learning**

Adoptée par le Conseil pédagogique

Le 12 mars 2014

Amendée

Le 24 avril 2019

Adopted by the Academic Council

March 12, 2014

Amended

April 24, 2019



1. Principles

HEC Montréal may recognize some prior learning to meet the requirements of its study programs. This policy applies to activities prior to admission into the program.

Accelerated admissions and nested programs are excluded from this policy.

Types of recognition of prior learning

Recognition of prior learning may take the form of an equivalence, an exemption, a transfer, or a dispensation.

2.1 Equivalence

An equivalence is granted when one or more training activities completed by a student at another university or in another program at HEC Montréal meet the requirements of a course or a block of courses of the student's program. A course recognized by equivalence appears on the transcript with the comment "EQ". Credits for a course recognized by equivalence count as part of the total credits required to complete the program. However, the grade for this course does not appear on the transcript and does not contribute to the student's grade point average.

2.2 Exemption

An exemption is granted when the sum of the student's prior professional experience or training meets the requirements of a course or a block of courses in the student's program. A course recognized by an exemption appears on the transcript with the comment "EX". Credits for a course recognized by exemption count as part of the total credits required to complete the program. However, the grade for this course does not appear on the transcript and does not contribute to the student's grade point average.

2.3 TRANSFER

A transfer is granted when the grade for a course previously completed at HEC Montréal is recorded on the student's transcript for a given program. The credits for the transferred course count towards the total credits required to complete the program. The grade for each transferred course is shown on the transcript and counts towards the student's grade point average.

2.4 Dispensation

A dispensation is granted when a student is authorized to replace a course in his or her program of study with another course offered at HEC Montréal or at another university. The course for which a dispensation

is granted appears on the transcript with the comment “DI”. The credits for the dispensed course do not count towards the total credits required to complete the program. The credits for the substitution course count as part of the total credits required to complete the program. The grade for the substitution course appears on the student’s transcript. A letter grade contributes to the grade point average.

2. Limits

Recognition of prior training can only be granted for courses which have already been successfully completed and credited in a university, and in a program deemed to be at least equivalent. The request can be made only for activities that took place within ten years prior to the student’s program admission date. In the case of an equivalence or an exemption, a minimum grade of C or the equivalent is required at the undergraduate level and a minimum grade of B or the equivalent is required at the graduate levels.

HEC Montréal does not grant equivalences for courses offered by professional associations.

3.1 Undergraduate level

At the undergraduate level, the maximum number of credits a student is authorized to receive for an equivalence or an exemption is 50% of program course credits and 50% of program specialization course credits.

3.2 Graduate level

At the graduate level, the maximum number of credits a student is authorized to receive for an equivalence, an exemption, or a transfer for training activities that went towards or will go towards obtaining a degree, a diploma or work experience is limited to 20% of program credits. Furthermore, the maximum number of credits a student is authorized to receive for an equivalence or an exemption is 50% of program course credits.

With the approval of the Academic Council, particular provisions may apply to joint programs or bridging programs, or in cases of dual degrees.

4. Request

Any request for the recognition of prior learning must be lodged with the relevant program administration, after admission into a program and before registration to the course in question. The request must be sent to the Office of the Registrar using the appropriate form, together with supporting documents. This request may be accepted, rejected or accepted on condition, including an eventual examination of knowledge and skills.

5. Invalidity of recognition of prior learning

Recognition of prior learning based on a false diploma, a falsified document, untruthful statements or any other form of fraud shall be considered invalid.

6. Particular requirements of certain programs

6.1 Certificate

The credits of a course may not count more than once towards obtaining distinct certificate diplomas.

6.2 MSc

Students who have definitively withdrawn from a PhD program at HEC Montréal may have their learning recognized as part of an MSc program.

6.3 PhD

Doctorate students coming from a research master's program may have courses which led to their master's degree recognized by an equivalence or transfer. Such a request is examined during the Phase II approval process, according to course content and the grades obtained.