

## **1.0 POLICY**

Grant MacEwan University enters into agreements with recognized post-secondary institutions to facilitate credit transfer. MacEwan University supports the principles and objectives governing the Alberta Council on Admissions and Transfer (ACAT) and the Pan-Canadian Protocol on the Transferability of University Credits.

## **2.0 RATIONALE AND GUIDING PRINCIPLES**

- 2.1 Insofar as possible, acceptance of transfer credit should allow for maximum recognition of previous learning experience in university-level courses. Acceptance of transfer credit should be based on recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour.
- 2.2 The assessment of courses for transfer credit must rely on the judgement of professional faculty or subject matter experts as to the equivalency of content. The assessment of equivalency involves identifying the degree to which it matches in content or outcomes. Discipline and program contexts dictate the relative importance of the similarity.
- 2.3 Institutional processes and procedures for assessing and awarding transfer credit should be consistent, transparent, timely, efficient, and based on sound criteria.
- 2.4 MacEwan University is guided by the Pan Canadian Protocol (See Appendix 1).

## **3.0 SCOPE AND DEFINITIONS**

- 3.1 The scope of this policy is Ministry approved programs.
- 3.2 MacEwan University will not normally grant credit to any course that is offered on a non-credit basis at the home institution.
- 3.3 Acceptance of this policy does not limit MacEwan University's right to determine admission requirements, program design, content and delivery, to determine academic prerequisites, or to establish certification requirements for approval of transfers.
- 3.4 The authority to grant transfer credit lies with the post-secondary institution awarding the credential.

- 3.5 Transfer credit is assessed after the admission process has occurred and is awarded as appropriate to students accepted into programs. Whether or not transfer credit for a course will be recognized toward a specific credential may depend on the specific regulations of the credential.
- 3.6 For purposes of this policy, the following definitions apply:
  - 3.6.1 Transfer Agreement: An agreement between two institutions (a sender and a receiver) that specifies how the sending institution's course or program may be accepted for (transfer) credit at the receiving institution.
  - 3.6.2 Transfer credit: Credit granted for work successfully completed at another recognized institution.
  - 3.6.3 Block transfer: The process whereby a block of credits is granted to students who have successfully completed a certificate, diploma or cluster of courses that is recognized as having an academic wholeness or integrity, and that can be related meaningfully to a degree program or other credential.

#### **4.0 REGULATIONS**

- 4.1 Roles and Responsibilities:
  - 4.1.1 The Provost and Vice President Academic is the policy holder.
  - 4.1.2 The Office of the University Registrar is responsible for coordination, information dissemination, administration and maintenance of all transfer proposals and transfer agreements; representing MacEwan University to ACAT and maintaining the integrity of all student and institutional records relating to the assessment of transfer credit. The Office of the University Registrar determines whether a post-secondary institution is recognized as an institution from which MacEwan University considers receiving transfer requests.
  - 4.1.3 Deans are responsible for approving or not approving transfer agreements as both a sending and receiving institution, approving block transfer awards and for providing appropriate documentation to the Office of the University Registrar about these arrangements.

- 4.1.4 Chairs and discipline experts are responsible for assessing courses and programs for credit transfer. Chairs are also responsible for identifying MacEwan University courses for which transfer credit with other post-secondary institutions is sought and for making transfer agreement recommendations to deans.
- 4.1.5 Students are responsible for requesting official transcripts from sending institutions and for submitting supporting documentation such as course outlines and other documents as requested by the Office of the University Registrar within published deadlines. Students are also responsible for becoming informed about the university's requirements regarding transfer into and out of MacEwan University, as necessary.

#### 4.2 Course Transfer Credit Evaluation

- 4.2.1 Transfer credit is evaluated and assessed:
  - 4.2.1.1 For courses taken prior to admission as soon as practical following admission and will be based upon the official transcripts submitted as part of the admission process.
  - 4.2.1.2 For courses taken at a recognized post-secondary institution subsequent to admission according to the rules and regulations specified in the letter of permission, permission to register, or student exchange agreement as outlined in policy C2040 (Study Abroad) and under the terms of policy C2035 (External Course Taking).
  - 4.2.1.3 Transfer credit or advanced standing will be awarded for eligible Advanced Placement (AP) courses where a grade of '4' or '5' is received and International Baccalaureate (IB) courses where a minimum grade of '5' is received. The Office of the University Registrar will publish a chart detailing the transfer credit and advanced standing awards for AP and IB courses.
- 4.2.2 Applicants must declare all formal studies from all previously attended post-secondary institutions and professional associations at the time of initial application for transfer credit. Failure to do so is a breach of policy E3101 (Student Rights and Responsibilities).
- 4.2.3 In cases where Sending Institutions are requesting transfer assessment for credit courses, instructors teaching these courses must have appropriate credentials.

- 4.2.4 Evaluators (chairs or discipline experts) may award or not award transfer credit based on objective, evidence-based analysis of documents and other information. Evaluators may decline to award transfer credit for reasons of outdated content (including theoretical or methodological perspectives).
- 4.2.5 Transfer credit may be awarded in cases where the course is applicable to the specific program in which the student has been accepted and the grade achieved is a D except when a higher grade is specified as a program requirement for graduation.
- 4.2.6 Transfer credit for courses generally will be evaluated by faculty members based on information provided in course outlines and related documents as required.
- 4.2.7 Transfer credits cannot be used to fulfill residency requirements.
- 4.2.8 Students shall be informed of specific or general transfer credit as awarded. Transfer credit awarded at one institution may not be awarded or considered at another institution.
- 4.2.9 Decisions of the University with respect to the awarding of transfer credit are not subject to Appeal under policy E3103 (Student Appeals).
- 4.2.10 The awarding of transfer credit by MacEwan University does not extend to placement in the program of study requirements for the granting of a credential. Placement of transfer credit in the program of study is determined by the Program.
- 4.2.11 Transfer articulation agreements, both individual course and block transfers, will be reviewed by the Office of the University Registrar:
- a) on a regular basis;
  - b) at the request of the appropriate MacEwan University discipline or program; or
  - c) when substantive changes are made to the equivalent MacEwan University course or program of study.
  - d) When MacEwan University is notified that a sending institution has made changes to courses and/or blocks for which articulation agreements exist.

- 4.3.1 Transfer credit may also be awarded in a block according to agreements documented in ACAT or as agreed to in an approved memorandum of understanding.
- 4.3.2 Credit from a completed certificate or diploma may be assessed for block transfer into a degree program. Recognized institutions may request a block transfer assessment be conducted. In cases where block transfers are approved, an articulation agreement will be developed outlining specific conditions and time frames.
- 4.3.3 Block transfer assessments will be conducted by faculty members or faculty committees based on information provided and/or site visits. Typically program and course learning outcomes, curricula delivery and assessment practices, faculty credentials and indicators of student performance are reviewed in the assessment.
- 4.3.4 Where MacEwan University does not grant the number of credits equivalent to the number the sending institution grants for the block, it should provide clear rationale for the number of credits granted.
- 4.3.5 A block transfer agreement does not guarantee admission to MacEwan University or confer priority status, unless such provisions are specifically built into the agreement.
- 4.4 Transcripts, Notifications and Planning:
  - 4.4.1 The Office of the University Registrar shall transcript transfer credit as outlined in policy C2020 (Grading).
  - 4.4.2 Programs will submit notifications about course, program and department changes (such as significant curriculum changes, changes to credit value and/or title) through the Office of the University Registrar in cases where transfer agreements are in effect.
  - 4.4.3 The Office of the University Registrar shall publish procedures and guidelines of use by students and faculty members to facilitate an effective and efficient transfer articulation system at MacEwan University.

**FACT SHEET**

**DATES:**

Approval 2013.06.11  
Review 2017.03

**SOURCE:**

84.04.19 Recommended by Academic Council 84.04.03 and approved 84.04.19 by Board motion 12-10-83/84.

93.07.31 Updated as to terminology only.

95.11.16 Approved by Board motion 3-11-16-95/96 subject to inclusion of a preamble statement.

96.4.18 Received as information noting the policy now includes the requested preamble statement.

2003.02.01 Format updated.

2004.11.18 Revisions including updating policy statement and regulations and the addition of a scope section with definitions approved by Board motion 01-11-18-1004/05 as recommended by Academic Council motion 04-09-14-04 and was endorsed by Executive Committee.

2008.04.10 Policy revised and update approved by Board motion 01-4-10-2007/08 as recommended by Academic Council motion 08-02-12-04 and was endorsed by Executive Committee.

2009.10.08 Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.

2012.03.13 Revised as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-10-03-13-2012.

2013.06.11 Addition of 4.2.1.3 as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-04-06-11-2013.

2014.10.28 Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.

2014.12.22 Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.

RELATED POLICIES:

C1010 Program Approvals and Changes  
C1030 Required English Course  
C1035 Repeating Credit Courses  
C1065 Internal Recognition of Credit Courses  
C2000 Subsequent Baccalaureate Credential  
C2010 Prior Learning Assessment and Recognition  
C2020 Grading  
C2035 External Course Taking  
C2040 Study Abroad  
C2045 International Education Agreements  
C2070 Academic Standing  
C2100 Graduation  
C5010 Admissions  
E3101 Student Rights and Responsibilities  
E3103 Student Appeals

REFERENCE NOTES:

The Alberta Council on Admissions and Transfer (ACAT) was established in 1974 as an independent body through which stakeholders work co-operatively for the benefit of learners to ensure smooth transitions and effective transferability of courses and programs.

The Pan-Canadian Protocol on the Transferability of University Credits was endorsed by Canadian premiers in 1994, as a commitment for Canadian degree-granting institutions to implement measures for the recognition of credit transfer for the first two years of undergraduate study.

Policy regulations from other universities and organizations informed MacEwan University's policy. These include: British Columbia Council on Admission and Transfer, University of Regina, Thompson Rivers University, University of Waterloo, and Trent University.

IMPLEMENTATION DATE: June 12, 2013

## Appendix 1

### *Pan-Canadian Protocol on the Transferability of University Credits*

February 1995

#### **Objective**

To have all degree-granting institutions in Canada approve, adopt and implement by September 1, 1995, a pan-Canadian protocol providing for the transferability of first- and second-year university courses [including the final year of studies leading to a diploma of college studies (DCS) in Quebec and the university transfer courses offered by community colleges and university colleges in British Columbia and Alberta].

#### **Background**

At their meeting on August 30-31, and September 1, 1994, the premiers endorsed the CMEC proposal to work with partners on an action plan to increase accessibility, equity, and mobility for postsecondary students, and agreed that CMEC should consider the feasibility of setting a target date for the recognition of postsecondary credits across Canada.

There was general consensus among the participants at the First National Consultation on Education held in Montreal in May 1994 that there are a number of constraints on postsecondary student mobility at the national level. In September 1994, representatives of the Association of Canadian Community Colleges (ACCC), the Association of Universities and Colleges of Canada (AUCC), the Canadian Federation of Students (CFS), and the Canadian Association of University Teachers (CAUT) jointly recommended that CMEC address, on a priority basis, the removal of barriers to postsecondary student mobility among Canadian provinces and territories, including barriers to the transferability of university credits.

The ministers agreed at the CMEC meeting held in Charlottetown on September 26-27, 1994, to have Canadian degree-granting institutions implement measures for the recognition of credit transfer for the first two years of undergraduate study by September 1995.

#### **Rationale**

- Barriers to university student mobility are being dismantled in many jurisdictions around the world, in recognition of:
  - the educational advantages that accrue from greater mobility;
  - the changing needs and characteristics of the student body; and
  - the growing need for individuals to return to university during the course of their working lives.
- In Canada, the difficulties experienced by transfer students in having their previous university work recognized inhibit mobility and are damaging to students.
- The lack of consistency in the rules and procedures governing credit transfer among the universities, and at times within an institution, leads to substantial confusion for the student and may result in inconsistencies in the recognition of credits.



- Just as barriers to interprovincial trade are being reviewed on a pan-Canadian basis in order to make Canada more competitive economically, so, too, must barriers that restrict student mobility be addressed to make the most effective and efficient use of the nation's human potential.
- A number of provinces in Canada, notably Nova Scotia, New Brunswick, and Prince Edward Island, have already taken concrete measures to standardize and facilitate university credit transfer.
- It is desirable for university credit transfer to be harmonized across the country.

### **Situation analysis**

The composition of the university student body in Canada has changed dramatically in recent years. For instance:

- students today, both full-time and part-time, are older and more mobile;
- women account for 53% of full-time undergraduate enrolment, and for 60% of part-time enrolment;
- many full-time students are employed, and most part-time students combine studies and work.

The concept of lifelong learning has become a reality, with more and more individuals moving from school to work and back again.

Increasingly, for work-related or personal reasons, students are forced to relocate and to resume their studies in another institution, either within the province or elsewhere in the country.

In Canada, all degree-granting institutions offer undergraduate programs of study of high academic quality and standards. Indeed, the fact that graduates of any degree-granting institution, from small liberal arts colleges to large multi-disciplinary institutions, compete on an equal footing for admission to graduate school and perform well in their graduate work has been a recognized strength of the Canadian university system.

Universities have expressed support for inter-institutional student mobility, and many have entered into agreements with sister institutions with the express purpose of creating opportunities for students to complete a portion of their undergraduate studies at another institution. For example, twenty-eight universities across Canada have formed the Canadian University Student Exchange Consortium (CUSEC) and the members of the Regroupement des universités de la francophonie hors Québec have put in place a student exchange program. Within these programs, students are ensured full recognition by their home institution for the credits earned elsewhere.

The senates of the universities in Nova Scotia have already implemented a policy providing for full transferability of first- and second-year courses within the Nova Scotia university system. The University of Prince Edward Island has gone a step further and has committed to recognize credits earned at any university in Canada.

CMEC invites all member institutions of the Association of Universities and Colleges of Canada (AUCC) to implement a pan-Canadian protocol on the transferability of credits earned during the first two years of university study [including the final year of studies

leading to a diploma of college studies (DCS) in Quebec and the university transfer courses offered by community colleges and university colleges in British Columbia and Alberta].

### **The Protocol**

Given the importance of promoting student mobility across Canada at the university level;

given the high quality and standards of all universities in Canada;

given the evolving characteristics of the Canadian university student body where students are generally older, more mobile, and more likely to be forced by work-related or personal reasons to register in more than one university to complete their undergraduate work;

given the need to reassure students that all course work satisfactorily completed in the first two years of university study will be considered for recognition of credit should they be granted admission at another university; and

given the need to reassure students that the process of transferring to another university in Canada will not result in undue additional costs or in the need to repeat essentially equivalent previous learning experiences,

the [name of university] undertakes to take the necessary measures to ensure that, by September 1, 1995, all course work completed by transfer students during the first two years of university study in Canada [including the final year of studies leading to a diploma of college studies (DCS) in Quebec and the university transfer courses offered by community colleges and university colleges in British Columbia and Alberta] will be recognized and fully credited for the purposes of granting a degree provided that:

1. the transfer student is deemed admissible and has been presented with an offer of admission;
2. the transfer student has achieved a passing grade in his/her course(s) and has obtained grade levels that would normally be required of continuing students; and
3. the credits earned are related to the program of study in which the transfer student will register, or the credits can be counted as electives for the program of study.

### **Academic autonomy**

In requesting all member institutions of the AUCC to adhere to this protocol on the transferability of university credits, the ministers of education wish to reassure the universities on the following points:

1. the protocol in no way infringes on the academic autonomy of the university;
2. the protocol applies to transfer students who are deemed admissible by a university. It does not reflect on the policies and practices used by the universities in deciding upon the admissibility of students who apply for admission with advanced standing; and

3. the protocol is consistent with the integrity of university programs and the right of universities to determine program design and delivery, to determine academic prerequisites, and to establish admission criteria and certification requirements of academic achievement.

Source: <http://www.cmec.ca/Publications/Lists/Publications/Attachments/198/Pan-Canadian-Protocol-Transferability-University-Credits.pdf>