

## TRANSFER CREDIT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Academic
<b>Parent Policy:</b>	Admissions Policy
<b>Approval Date:</b>	June 29, 2016
<b>Effective Date:</b>	July 1, 2016
<b>Procedure Owner:</b>	Vice President, College Services and Chief Financial Officer
<b>Procedure Administrator:</b>	Dean, Student Services and Registrar

### Overview:

NorQuest College (college) may grant transfer credit for admitted students who have acquired equivalent coursework at another accredited post-secondary institution. Admitted students must make a formal request to have their previous education evaluated for any transfer credit potential.

Transfer credit practices must be consistent and reflect appropriate academic standards. The purpose of this procedure is to define the roles and responsibilities of the admitted student, Faculties and the Office of the Registrar.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

#### Requesting Transfer Credit

- Transfer credit will be evaluated when an applicant has met all admission requirements and has been offered admission to a college program. Transfer credit is not automatically granted and is reviewed only once a formal request has been received from an admitted student.
- The admitted student will submit a formal request for a transfer credit review to the Office of the Registrar using the [Transfer Credit Request Form](#).
- It is the admitted student's responsibility to provide sufficient supporting documentation to prove that transfer credit should be granted. This includes an official transcript to be sent directly to the Office of the Registrar and may include a course syllabus.

#### Factors To Consider in Assessing Credit

- External coursework is subjected to time limits known as "shelf life", which vary by course. Transfer credit may be denied if it exceeds the shelf life.
- The college has an established residency requirement. Transfer credit is limited to 50% of a certificate or diploma program's total course load. However, each faculty may consider exceptions, to be determined by the Associate Dean.
- A minimum passing grade of C- or above 60% on a percentage grade conversion scale is imposed on external courses to approve granting transfer credit.

### **Authority to Evaluate Transfer Credit**

- The Office of the Registrar, in conjunction with the subject matter expertise of the Faculties, will determine whether to approve or deny transfer credit. The approval of credit may be deemed appropriate based on historical credit granted for the same course previously, and/or existing formal transfer agreements established between the college and another post-secondary institution.
- The final results of the review are under the authority of the Office of the Registrar and will be posted to the official transcript.
- A grade of "ADV" is assigned by the Office of the Registrar when transfer credit has been granted for a course successfully completed at another post-secondary institution. "ADV" grades are not calculated within the grade point average (GPA).

### **Evaluation Results**

- The Office of the Registrar will communicate the decision to the admitted student by email to the student's MyMail account.

### **Transfer Credit Appeals**

- Admitted students have the right to appeal any transfer credit decision.
- An appeal must be submitted in writing to the Office of the Registrar within 30 days of the email notification.
- Admitted students must provide sufficient proof as to why transfer credit should be reconsidered.
- If the decision was originally made by a program faculty designate, the appeal will be performed by another faculty designate. Any decisions made by a Program Chair will be reviewed by either the Associate Dean or Dean.
- Any decisions in regards to the appeal are final. The Office of the Registrar will communicate the decision to the student by email to the student's MyMail account.

### **Definitions:**

**Admission:** The decision of the college to accept an applicant based on the process of applying to and providing the necessary documentation for consideration for entry to a program or course of studies.

**Admission requirements:** A set of criteria stipulating education, training, or experience needed for eligibility to enter an educational program or occupation. May include minimum marks, levels of achievement, exam scores, and/or documentation such as criminal records check and immunization records. Also known as *entrance requirements*.

**Course syllabus:** A detailed and in-depth outline of the objectives and learning outcomes of a course. This is normally provided to a student at the beginning of a course by the instructor.

**Residency requirement:** The minimum number of credits or length of time that must be spent under the direct supervision of faculty in the institution that awards the credential. NorQuest has established that a learner must be a "resident" for a minimum of 50% of the program, usually expressed in terms of total program credits.

<b>Related Information:</b>
<b>Related Documentation:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

**Shelf life:** The timeframe imposed for granting credit to ensure that up-to-date curriculum has been studied, i.e. a nursing course may not be granted transfer of credit if it was taken more than 5 years ago.

**Transfer Agreement:** An agreement between two post-secondary institutions (a sending and receiving institution) that specifies how the sending institution's course or program will be accepted for transfer (credit) at the receiving institution. Transfer agreements in Alberta are recorded in the Alberta Transfer Guide.

**Transfer Credit:** Credit granted for completed similar course work at another accredited post-secondary institution.

- [Academic Calendar](#)
- [Admissions Policy](#)
- [Alberta Council on Admissions and Transfer](#)
- [Alberta Learning Information Service – Search for Transfer Agreements](#)

- [Transfer Credit Request Form](#)

June 2020

June 2014: New (replaces Standard Practice 2.2: Prior Learning & Advanced Credit)  
 November 2014: update for document links  
 June 2016: reviewed as per Policy and Procedure Framework Procedure; minor edits