

# Transfer Credit Procedure

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

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| <b>Functional category</b>     | Academic                                     |
| <b>Parent policy</b>           | Admissions Policy                            |
| <b>Approval date</b>           | January 26, 2021                             |
| <b>Effective date</b>          | January 26, 2021                             |
| <b>Procedure owner</b>         | Vice President, Enrolment and Communications |
| <b>Procedure administrator</b> | Manager, 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).

## Procedure

### Requesting Transfer Credit

- Transfer credit will be evaluated after an applicant has met all admission requirements and has been offered admission to a college certificate or diploma program. A student's eligibility for transfer credit is reviewed only once a formal request has been received from the 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 ensure that an official transcript and other relevant supporting documents (e.g. course outlines) are submitted to the Office of the Registrar to support the transfer credit request.

### Factors to Consider in Assessing Credit

- For transfer credit to be awarded, an external course must have a minimum of 80% of the same learning outcomes as the requested NorQuest College course.
- Learning outcomes that are spread over multiple external courses are not acceptable to award transfer credit towards one course at NorQuest College.
- External coursework is subject to time limits known as "shelf life," which vary by course. Transfer credit will not be awarded if the shelf life is exceeded.
- The college has an established residency requirement. Transfer credit is limited to 50% of a certificate or diploma program's total course load.
- Transfer credit will only be granted to students who obtained a minimum grade of C- (or above 60% on a percentage grade conversion scale) in their external course.
- Transfer credit will not be considered in cases where a student has already attempted a course at NorQuest College, and requests a review of an external course that was taken prior to the date of the attempt at NorQuest.

### Authority to Evaluate Transfer Credit

- The Office of the Registrar reviews and processes transfer credit requests, taking into consideration existing transfer agreements with other

institutions and historical precedent for approving transfer credit for specific external courses.

- In the event that an external course outline must be reviewed for 80% overlap in learning outcomes, the Office of the Registrar forwards the request to the program chair for evaluation. The program chair may delegate the responsibility for evaluating transferability. The program area review is of the course outline, not the student transcript.,
- The final results of the transfer credit 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).

### **Transfer Credit Decision**

- The Office of the Registrar will communicate the transfer credit decision to the admitted student by email to the student’s MyMail address.

### **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 transfer credit email notification, and must include evidence of why the original decision 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.

**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 five (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 can be searched through Transfer Alberta.

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

## Related information

### NorQuest College

- Academic Calendar
- [Admissions Policy](#)
- [Recognition of Prior Learning Policy](#)
- [Transfer Credit Request Form](#)

## External

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

## Next review date

January 2025

## Revision history

| Date          | Version Number         | Action   |
|---------------|------------------------|--|
| June 2014     | V1                     | New (replaces Standard Practice 2.2: Prior Learning & Advanced Credit) |
| November 2014 | V2                     | Update for document links  |
| June 2016     | V3                     | Reviewed as per Policy and Procedure Framework Procedure; minor edits  |
| August 2019   | V4 (published as V3-C) | Compliance Office template & reorganization update                     |
| January 2021  | V5 (published as V4)   | Updated  |
| May 2024      | V6                     | Information, Risk & Compliance template update                         |