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Parent Policy: [Admissions Policy](#)

Transfer Credit Procedure

Office of Administrative Responsibility:	Office of the Registrar
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with this university policy extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) in addition to applicants, undergraduate and graduate students

Overview

Under the direction of the Vice-Provost and University Registrar, the Administrative Committee for Transfer Credit (ACTC) is tasked with administering transfer credit procedures including evaluation, ongoing review, storage, and sharing of Transfer Credit agreements and decisions. We engage in this activity in support of the expressed value of increased student mobility by the Province of Alberta.

ACTC will review decisions for transfer credit to the University of Alberta, and report those decisions at least annually to GENERAL FACULTIES COUNCIL (GFC) PROGRAMS COMMITTEE.

Purpose

To determine transfer credit in all scenarios, domestic and international. To support student mobility. To create transparency for all stakeholders.

Through the Office of the Registrar (RO), to act as the official point of contact for the Government of Alberta's Alberta Council on Admissions and Transfer (ACAT). The University of Alberta supports the continued function of ACAT as a representative body of the postsecondary institutions in the Province of Alberta.

To manage the Category Model, which identifies opportunities for direct credit, wherever possible. The Category Model considers the source of the credit both by Institution type and by course-specific details. This model will determine any secondary means of evaluation. See Appendix 1; Category Model.

PROCEDURE

Overview

Transfer credit will be determined by the Home Faculty or the Teaching Faculty, per the following. (Note: when Home and Teaching Faculty are the same, the Faculty determines transfer credit accordingly).

A: When the Home Faculty is authorized to evaluate the course presented (refer to the University of Alberta Transfer Credit Manual, located on the Transfer Credit Toolkit webpage - linked below) and the course is not owned by the Home Faculty:

The Home Faculty evaluates the course using the Category* Model.

The Home Faculty grants the credit.

The decision is codified in the system of record.

New courses are reviewed by the Teaching Faculty each term.

B: When the Home Faculty is not authorized to evaluate the course presented:

The proposal is sent to the Teaching Faculty for evaluation.

The decision is codified in the system of record.

In all cases:

The Committee will report on all decisions made, annually, to GFC, Programs Committee.

The Home Faculty is responsible for notifying the student of the transfer credit decision.

The RO is responsible for updating the transfer credit decision externally, when applicable.

Transfer credit records will be stored in a system of record and will be maintained with regular re-assessments.

Evaluation of a course may include:

1. Determine where the course is from geographically:
 - a. Within Alberta
 - b. Province/Territory
 - c. Country
2. Determine the credit hours of the course.
3. Determine the level of the course (first year, second year, etc.)
4. Use category model to identify which category the institution belongs to and the corresponding rules regarding level of courses. Look at course content to determine equivalency at University of Alberta.
5. Compare course description, learning outcomes, schedule of classes, references, specific textbooks, pre-requisites
6. Review how the course is evaluated, if available and/or applicable:

Determine what types of assessment are used to calculate the grade. For example, participation, assignments, quizzes, presentations, reports, laboratories, essays, field trips, peer review. Is the course evaluated using credit/no-credit or pass/fail

NOTE: Steps 4-6 may be completed in any order depending on where the course is from, the type of course and the materials provided to complete the evaluation.

Assign transfer credit equivalency, if/where applicable:

Level of course (if not determined in step 4)

Direct credit - using category model and UA Transfer Credit Manual, ex) BIOL 107 (*3)

Option credit (Subject) - not enough course content (<60%) or not enough information to grant direct credit, ex) BIOL 2XX (*3)

Generic Option credit - not enough course content or not enough information to grant subject specific credit but based on category model the course merits transfer credit at the UofA ex) SCOPT 2XX (*3)

NOTE: 100-level courses should not be assigned generic subject credit; they should only be assigned generic Faculty credit if option credit is to be assigned. For example, a course should not be equated as BIOL 1XX. If there is no direct equivalent it should be granted SCOPT 1XX (*3) or a course should not be equated to ECON 1XX, instead it should be AROPT 1XX (*3).

Transfer Credit Proposal Review by Program (Block)

Block transfer is negotiated between a University Faculty (the receiving institution) and the sending Institution. The Faculty determines the relevance and viability of the transfer of a completed credential (such as a certificate or diploma) or block of courses into a degree program of a similar study area. Courses are transferred as a block of knowledge and not necessarily course by course.

Where some courses within the program (diploma or certificate) are outside the Faculty negotiating the block transfer, the review for those courses must be completed by the department of the appropriate Teaching Faculty in order to grant specified credit in a particular discipline. Alternatively, Faculties may assign unspecified credit.

Once transfer details are agreed upon, documentation is developed that provides the specific details of the program offered and the block transfer credit as well as the conditions for ongoing maintenance must be included. Both the sending institution and the University of Alberta Faculty and Department signatories sign the documentation.

A copy of the completed documentation is sent to the Transfer Credit Specialist who will complete the formal transfer credit proposal process and communicate the transfer credit details through the ACAT Transfer Alberta website.

The effective date of the agreement will be negotiated between the University of Alberta Faculty and the sending institution.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Block transfer	Normally refers to a block of courses completed as part of a credential (e.g. Diploma or Certificate) that transfers into a similar discipline of a University degree program.
Category Model	A framework for evaluating courses from another institution.
Direct Credit	Where a sending institution's course is determined to be virtually equivalent to a specific University for direct transfer (e.g., ECON 101).
Option/Generic Credit	Where a sending institution's course will transfer towards satisfying requirements for a particular course subject but is not close enough to receive credit for the specific course (e.g., SCOPT 2XX).
Home Faculty	The Faculty responsible for the student's program.
Receiving Institution	An institution to which students transfer courses or program credits acquired at another institution. (See Sending Institution)
Sending Institution	An institution from which students may transfer course or program credits to programs at another institution. (See Receiving Institution)
Teaching Faculty	The Faculty/Department which is academically responsible for the course being evaluated
Transfer Credit	Transfer Credit is the acceptance of previous learning represented in course units or credits applied and articulated (denoted) on a student's academic transcript.

FORMS

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No Forms for this Procedure.

RELATED LINKS

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[Admissions Policy](#) (UAPPOL)

[Alberta Council on Admissions and Transfer](#) (Government of Alberta)

[Category Model](#) (University of Alberta)

[Transfer Alberta](#) (Government of Alberta)

[Transfer Credit Toolkit](#) (University of Alberta)

[University Calendar](#) (University of Alberta)