

UNIVERSITY OF ALBERTA

TRANSFER CREDIT MANUAL

NOTE: This document is intended as a reference guide for University of Alberta Faculties and Departments on the processes related to transfer credit articulation. It is not intended as a source of official policy or procedural information. For questions or concerns please contact the RO Admissions unit.

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UNIVERSITY OF ALBERTA TRANSFER CREDIT MANUAL

TABLE OF CONTENTS

1	...	1.0 INTRODUCTION
1	...	1.1 Document Purpose
1	...	1.2 Transfer and Transfer Credit Basics
1	1.2.1 Quick Definitions
1	1.2.2 Transfer Credit Articulation Procedure (UAPPOL)
1	1.2.3 Academic Standards Committee (ASC)
2	...	1.3 Office of the Registrar Admissions unit
2	...	2.0 TRANSFER ALBERTA AND THE ALBERTA COUNCIL ON ADMISSIONS AND TRANSFER (ACAT)
2	...	2.1 Alberta Council on Admissions and Transfer (ACAT)
2	2.1.1 ACAT Member Institutions
3	...	2.2 ACAT Articulation Committees
3	...	2.3 Transfer Alberta - Online Transfer Guide (ATG)
4	...	3.0 ACAT TRANSFER CREDIT PROPOSAL REVIEW PROCESS
4	...	3.1 Process Overview
4	...	3.2 Department Review and Recommendation Processes (Step 2 from Overview)
4	3.2.1 Department Review of Transfer Credit Proposal
6	3.2.2 Department Recommendation to Faculty of Transfer Credit
7	...	3.3 Faculty Review and Recommendation Processes (Steps 3 & 4 from Overview)
7	...	3.4 Proposal Review, Recommendation, and Approval Timelines
7	...	3.5 ACAT ATG and Campus Solutions Updating (Step 5 from Overview)
8	...	4.0 BLOCK TRANSFER CREDIT - ACAT
8	...	4.1 Block Transfer Credit Articulation Process
8	...	5.0 NON-ACAT TRANSFER ASSESSMENT PRACTICES AT THE TIME OF ADMISSION
8	...	5.1 RO Processes
9	...	5.2 Faculty/Department Processes
9	...	5.3 Approved Study Abroad Programs
9	...	6.0 HOW TO FIND APPROVED TRANSFER AGREEMENTS
		APPENDICES
10	...	Sample Transfer Credit Proposal Summary Form
11	...	Sample Cover Email For Electronic Transfer Credit Proposal
12	...	Essential Course Outline Details
13	...	Guide to using ROADM_COURSE_TRANSFER_RULES Public Query
16	...	Letter of Agreement
20	...	ACAT Electronic Proposal Process

1.0 INTRODUCTION

1.1 DOCUMENT PURPOSE

This document is intended as a tool for internal University of Alberta Department and Faculty staff who review transfer proposals from Alberta postsecondary institutions received from the Registrar's Office in support of the Alberta Council on Admission and Transfer (ACAT) review procedure. This manual also serves to provide other resources to assist with transfer assessment practices.

1.2 TRANSFER AND TRANSFER CREDIT BASICS

1.2.1 QUICK DEFINITIONS

- Transfer is the movement of students between postsecondary institutions. [definition: Alberta Transfer Guide]
- Transfer credit is the credit awarded for prior postsecondary studies if the transfer course grade is a minimum of C- (or equivalent). This rule applies to all transfer credit.
- Course transfer credit is credit awarded on a course-by-course basis.
- Block transfer credit is a "block" of credit awarded on the basis of a completed credential (e.g. certificate, diploma), or a block of specified courses transferred as a block of knowledge,

1.2.2 TRANSFER CREDIT ARTICULATION PROCEDURE (UAPPOL)

- Transfer Credit Articulation Procedure document pertaining to ACAT transfer
- Purpose of the document is to facilitate the transfer credit review process between the University of Alberta and other Alberta post secondary institutions, within the UofA endorsed principles set out by ACAT.

1.2.3 ACADEMIC STANDARDS COMMITTEE (ASC)

- Standards committee of the University of Alberta General Faculties Council (GFC)
- Endorses Faculty decisions on transfer proposals –report submitted by Registrar's Office monthly
- Terms of Reference <http://www.governance.ualberta.ca/en/GeneralFacultiesCouncil.aspx>
- Chaired by the Vice Provost Academic, membership is predominately Associate Deans (Undergraduate Programs) from all faculties

Transfer Credit Articulation Procedure is contained in the UofA Policies and Procedures Online found at: <https://policies.online.ualberta.ca/Policies/Procedures/Procedures/Transfer-Credit-Articulation-Procedure.pdf>

1.3 OFFICE OF THE REGISTRAR ADMISSIONS UNIT (ADM)

- Receives initial proposal from sending institution and communicates as necessary to prepare proposal and materials
- Submits proposal and materials to department/Faculty for assessment
- Responds to department and Faculty questions during review deliberations and requests for additional information from sending institution as required
- Receives completed proposals with transfer credit decisions from Faculty
- Prepares and submits report to ASC (approvals for final endorsement, denials for information)
- Following ASC endorsement communicates decision to sending institutions through ACAT database
- Updates Campus solutions with new agreements or changes to agreements
- Responds to sending institutions' changes to existing agreements

2.0 TRANSFER ALBERTA AND THE ALBERTA COUNCIL ON ADMISSIONS AND TRANSFER (ACAT)

2.1 ALBERTA COUNCIL ON ADMISSION AND TRANSFER (ACAT)

- Established in 1974
- Falls under Government of Alberta – Alberta Enterprise and Advanced Education
- Serves as an advisory body through which stakeholders work co-operatively for the benefit of learners to ensure smooth transitions and effective transferability of courses and programs within the postsecondary system.
- Involved in facilitation and monitoring of policy on transfer within the province
- Maintains the database of negotiated and approved transfer agreements between institutions
- Prepares and maintains the online Alberta Transfer Guide. (Effective 2010-11 no longer publishes a transfer agreements in an annual paper edition of the Guide.)

2.1.1 ACAT MEMBER INSTITUTIONS

Alberta College - Edmonton	NAIT
Alberta College of Art + Design	Nazarene University College (now under Ambrose University College)
Alliance University College (now under Ambrose University College)	Nechi Training, Research and Health Promotions Institute
Ambrose University College	NorQuest College
Athabasca University	Northern Lakes College
Augustana University College	Nunavut Arctic College
Aurora College	Old Sun Community College
Banff Centre, The	Olds College
Blue Quills First Nations College	Portage College
Bow Valley College	Prairie Bible College
Canadian University College	Red Crow Community College
Columbia College - Calgary	Red Deer College
Concordia University College of Alberta	Rocky Mountain College
DeVry Institute of Technology - Calgary	Royal Alexandra Hospital School of Nursing
Fairview College	SAIT Polytechnic
Foothills Hospital School of Nursing	St. Mary's University College
Grande Prairie Regional College	Taylor College and Seminary
Grant MacEwan University	Thompson Rivers University, Open Learning
Keyano College	University of Alberta
King's University College, The	University of Alberta Hospitals School of Nursing
Lakeland College	University of Calgary
Lethbridge College	University of Lethbridge, The
Maskwacis Cultural College	Yellowhead Tribal College
Medicine Hat College	Yukon College
Misericordia Hospital School of Nursing	
Mount Royal University	

2.2 ACAT ARTICULATION COMMITTEES

- Articulation committees bring together faculty from common subject matter areas to facilitate the expansion of transfer credit opportunities and learner pathways. In addition to enhancing communication between institutions, goals may also include:
 - › Promoting course and program equivalency in their specific field where appropriate.
 - › Addressing admissions issues related to post-secondary to post-secondary articulation where appropriate.
 - › Clarifying differences and similarities of various post-secondary institution programs to assist students in planning their studies.
 - › Assisting in developing transfer agreements between institutions delivering programs.
- U of A subject matter experts participate in annual Articulation Committees within specific disciplines/programs with ACAT together with other subject matter experts from member institutions
- Currently there are 12 discipline/program area Articulation Committees on which the University of Alberta has representation from department/Faculty:
 - › Aboriginal Education
 - › Biological Sciences
 - › Business
 - › Computing Science
 - › Engineering
 - › English
 - › Indigenous Languages
 - › Languages (formerly Second Languages)
 - › Mathematics and Statistical Sciences
 - › Psychology
 - › Sociology
 - › Studio Based

From ACAT Committee Resources document
http://acat.gov.ab.ca/new_format_include/articulation/articulation.asp

2.3 TRANSFER ALBERTA - ONLINE TRANSFER GUIDE (ATG)

www.transferalberta.ca

- Provides transfer agreements between postsecondary institutions in the province of Alberta and updated continually with the exception of the academic research institutions which recognize each other transfer credit.
- Sending institution (The postsecondary institution from which a student transfers).
- Receiving institution (The postsecondary institution to which a student transfers). The U of A is only a Receiving institution within the ATG.
- Provides only college to university transfer not university to university transfer with the exception of some Athabasca, Mount Royal University and Grant MacEwan University transfer agreements.
- University of Alberta changes to ACAT procedure:
 - › Effective December 2012, Athabasca University's courses (200-level and higher) will be considered by U of A on a course by course basis, in the same manner as University of Calgary and University of Lethbridge. Existing transfer agreements in the Alberta Transfer Guide will continue to be maintained.
 - › Effective December 2012, Grant MacEwan University's and Mount Royal University's 300- and 400- level courses will no longer be articulated through the ACAT process. These courses will be considered transferable on a course by course basis where presented by students, taken within a degree program. Existing 300- and 400- level transfer credit agreements within the Alberta Transfer Guide will continue to be maintained.
 - › The 100- and 200- level courses will continue to be articulated through the ACAT transfer credit review and approval process; approved agreements will be presented in the Alberta Transfer Guide.
 - › Rationale: to facilitate the mobility of one and two year transfer students

- Some non-Alberta postsecondary institutions have become members of ACAT. Currently these are Thompson Rivers Open Learning University (BC), College of the Rockies (BC), University of Regina (SK), Yukon College (YT), Nunavut Arctic College (NU), Aurora College (NT).
- ACAT has adopted a new policy (November 2012) allowing member institutions to post agreements with non-member institutions within the Alberta Transfer Guide. The policy stipulates that only arrangements where the member institution is the Receiving institution will be published.

3.0 ACAT TRANSFER CREDIT PROPOSAL REVIEW PROCESS

3.1 PROCESS OVERVIEW

STEP 1: The U of A (receiving Institution) receives the proposals from the sending institutions via the ACAT website and the Admissions unit (ADM) within the Registrar's Office prepares the proposals for review and emails the cover letter with instructions (Appendix 1) and the course outlines (Appendix 2) to the appropriate U of A department. In cases where there is no department, the proposals are sent directly to the appropriate Faculty (eg. Native Studies, Nursing, Physical Education and Recreation).

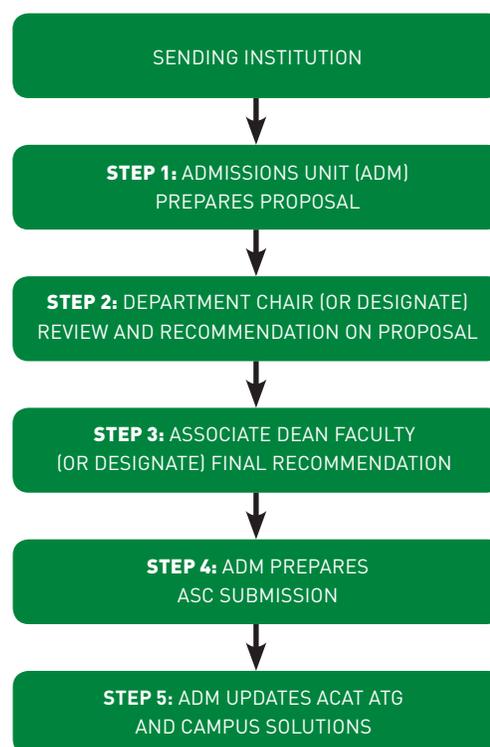
STEP 2: The U of A department Associate Chair (undergraduate) reviews the course proposal and accompanying documentation, makes a recommendation regarding transferability, and sends on to the Faculty office (representative).

STEP 3: The Faculty Dean, Associate Dean or designate completes the final approval of the recommendation and returns the completed proposal to the Registrar's Office ADM.

STEP 4: The ADM prepares a transfer credit report with all of the recommendations (approvals and denials) for submission to ASC for formal approval.

STEP 5: Upon approval by ASC, the ADM updates the ACAT database with the new transfer agreements (or denials), and also updates the decision in the Campus Solutions database.

- › Denials are reviewed by the sending institution only



3.2 DEPARTMENT REVIEW AND RECOMMENDATION PROCESSES (STEP 2 FROM OVERVIEW)

3.2.1 DEPARTMENT REVIEW OF TRANSFER CREDIT PROPOSAL

- Receives a proposal by email with instructions and a course outline [See Appendices 1 & 2]
- Scrutinizes course outline for:
 - › Course Content
 - › Instructor Qualifications
 - › Level
 - › Instruction Hours and course weight [*3/*6]
 - › Prerequisites

GUIDELINES FOR ASSESSMENT

U of A Policy and Procedures Online (UAPPOL) contains the Transfer Credit Articulation Procedure document for ACAT articulation: <https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Transfer-Credit-Articulation-Procedure.pdf>

Excerpts from the procedure document are shown below:

“The University of Alberta supports an evaluation process that is designed to assure both the quality and comparability (but not necessarily identical development) of University transfer/transferable courses offered by other Alberta postsecondary institutions.”

COURSE CONTENT

“The transfer proposal will be evaluated by a formal review of all relevant course materials, including: the course description, learning objectives/outcomes, content outline, assignments, evaluation methods, grading practices, laboratory experience/facilities (where appropriate), texts and other materials, reference/reading lists, hours of instruction, and prerequisites/co-requisites. Sending institutions are encouraged to have informal discussions and confer with the appropriate University of Alberta departments early in the course development process, where transfer is desired.”

- Does the subject matter of the course from the sending institution fall within the scope of the discipline?
- If yes, continue to review the proposal
- If no, send back to the RO ADM with a recommendation, if possible, of another appropriate department/program that could review

INSTRUCTOR QUALIFICATIONS

“The minimum level of instructor qualifications required to teach courses at the 100- or 200-level will normally be a Master’s degree -with appropriate specialization in the area of the particular course. The minimum level of instructor qualifications required to teach courses at the 300- or 400-level will normally be a doctorate with appropriate specialization.

- Instructor qualifications at the sending institution should be the equivalent degree level that we would expect at the U of A
- Should be in the discipline or a closely-aligned discipline so that expertise is assured
- Where a Master’s degree is the highest degree, this normally means transfer is given at a maximum of 200-level, even where the course is equivalent to higher level course at the U of A. In such a case a ‘Not to do’ footnote would be added (see Department Recommendation process).

LEVEL

- Consider the course level at the sending institution (100 level, 200 level etc)
- Consider the requested level of transfer to the U of A
- Looking at the level of instruction at the sending institution, is it appropriate to transfer at the requested level, or should transfer be given at a lower or higher level?
 - › Generally, credit is not granted at a higher level than the level at which it was taught at the sending institution even if the content is judged to be similar or equivalent to an existing course at the U of A
 - › For example, an equivalent History course taught at the junior level (where junior may be 100 or 200 at the sending institution) must be given credit as History 1xx (with a designation Not to Do (NTD) rather than directly as HIST 260 which is a senior level course at the U of A)

- Not all institutions follow the same 'level system' as the U of A. The course prerequisite will assist in determining whether the course is the equivalent of a 100, 200 or 300 level course at the U of A. [For example: The King's University College 200=100 at U of A, 300=200 at U of A, 400=300 at U of A]

INSTRUCTION HOURS

- Should be comparable to U of A
 - > MWF 50 minute classes
 - > 150 minutes/week x 13 weeks= ~32.5 hours
 - > TR 80 minute classes
 - > 160 minutes/week x 13 weeks= ~34.6 hours
 - > Labs must also be taken into account in looking at instruction hours

PREREQUISITES

- What is the prerequisite structure in your department? Do you have an embedded structure such that a 100-level prerequisite is required before a 200-level course, 200-level prerequisite before 300-level course, etc or less rigid prerequisites?
- Are prerequisites recommended or required in your department?
- The same prerequisite rules should apply in assessing transfer credit from the sending institution
- If a sending institution does not have a similar prerequisite structure or no prerequisites, generally transfer is given at a lower level

3.2.2 DEPARTMENT RECOMMENDATION TO FACULTY OF TRANSFER CREDIT

Department reviewer responds to the email proposal, clearly indicating the recommendation of transfer credit, Approved or Not Approved for transfer credit.

Where approved indication is further identified by:

- Approved – for 'requested U of A equivalent' or a more appropriate U of A equivalent
- Approved – for 'unspecified credit'

If there is no direct course equivalent but you are willing to give transfer credit, indicate the level with

- 1xx
- 2xx
- 3xx
- 4xx

APPROVED --NTD (NOT TO DO) USED FOR UNSPECIFIED CREDIT ONLY

- Indicates that there was overlap with an existing course at the U of A but not enough content for direct transfer. Transfer is given for unspecified credit and a NTD is stated with the name(s) of the overlapping course(s) in which a student granted transfer credit should not enroll.
- May also be used where the instructor qualification is not at the appropriate level for specified credit

NOT APPROVED

- Indicates course is not approved for transfer – not requested U of A equivalent, or for unspecified credit, or for any transfer credit at the U of A (course is deemed non-transferable) – rationale must be provided on proposal

NOT APPROVED –CHANGES REQUIRED

- Indicates course is not approved, however with minor changes the course may become eligible for transfer credit.

IN THE COMMENTS SECTION:

Provide detailed rationale for non-approval of transfer credit. Where appropriate, indicate whether transfer credit can be reassessed if “specified” changes are made to the course. In this instance, the sending institution would then be required to resubmit a proposal to the U of A with the appropriate changes made to the course.

- If desired transfer equivalent is not being given, clearly explain the reasons why this is the case. The Faculty reviewer will need to fully understand the department decisions.
- The sending institution will also need to understand the reasons for approval or denial because this is useful feedback for future proposals or resubmissions.

3.3 FACULTY REVIEW AND RECOMMENDATION PROCESSES (STEPS 3 & 4 FROM OVERVIEW)

- Second level of approval
- Associate Dean (or designate) reviews and confirms recommendation, sometimes consultation with the department is needed to clarify the department’s recommendation.
- If the Faculty approver makes a decision that differs from that of the department, a rationale must be provided.
- Determines if a footnote is necessary for the new transfer agreement
- Ensures consistency in application of transfer guidelines across departments
- Responds to the email proposal.

3.4 PROPOSAL REVIEW, RECOMMENDATION, AND APPROVAL TIMELINES

- The ADM sends proposal for review to the department. The department is advised to complete review and pass to Faculty within 3 weeks. (Block reviews will take longer to negotiate)
- Faculty receives the proposal from their teaching department and completes the second/final review as soon as possible and returns the form to the Registrar’s Office (within 1-2 weeks of receipt).
- The ADM submits final recommendations to the GFC Secretariat for monthly ASC meeting, third Thursday of each month.
- The whole process should take no more than 6 to 8 weeks. However it is acknowledged that longer periods are needed depending on the levels of approval and the time of year.
- Block transfer credit proposals may take longer to assess.

3.5 ACAT ATG AND CAMPUS SOLUTIONS UPDATING (STEP 5 FROM OVERVIEW)

- After the ASC approval the ADM will enter the new formally approved agreements into the online ACAT system
- University of Alberta Approvals are then acknowledged by the sending institutions and verified by ACAT for inclusion in the online Guide. (Note: agreements will NOT appear online until both the sending institutions and ACAT have completed their verification process).
- ADM enters approvals into Campus Solutions student database (Transfer Rules) for use by staff in admission processing. Therefore the public query for searching transfer agreements in Campus Solutions will be most current. (Appendix 3)

4.0 BLOCK TRANSFER CREDIT - ACAT

4.1 BLOCK TRANSFER CREDIT ARTICULATION PROCESS

- Block transfer is negotiated between a University Faculty 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.
- Wherever possible course-by-course transfer credit assessment of courses within the credential should be completed - this allows for student mobility to other faculties and programs other than that for which the block is being requested.
- 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.
- Where the block transfer is being articulated to a degree program that is also part of a combined degrees program, both Faculties must agree to the block transfer to avoid transfer credit issues into the second degree program in the other Faculty.
- Once transfer details are agreed upon a Letter of Agreement (Appendix 4) 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. The Letter of Agreement is signed by both the sending institution and the University of Alberta Faculty and Department signatories.
- A copy of the completed Letter of Agreement is sent to the Admissions unit who will complete the formal transfer credit proposal process and communicate the transfer credit details through the ACAT website.
- The effective date of the agreement will be negotiated between the University of Alberta Faculty and the sending institution.

5.0 NON-ACAT TRANSFER ASSESSMENT PRACTICES AT THE TIME OF ADMISSION

5.1 RO PROCESSES

All non-ACAT transfer credit (Out of province or out of country, including Study Abroad) is based on course by course assessment at the time of admission to the University/Faculty/program.

- Specialist Evaluators in the Registrar's Office will enter all transferable courses and grades in the student's education pages in campus solutions
- Depending on the agreement with the Faculty a student's courses are assessed for transfer or left for the Faculty to assess and approve (consultation may happen with the department)
- Final course grade for consideration of transfer credit is a minimum C- or equivalent
- Transfer credit will be considered for institutions accredited in another province and where provincial transfer agreements exist between the colleges/institutes and research universities in that province.(online Provincial Transfer Guides are reviewed)
- Course credit will be considered transferable from another accredited research intensive university.
- Students from accredited international postsecondary institutions are required to submit a course syllabus/description for each of the courses taken, which are collected by the Registrar's Office Specialist Evaluators and provided to Faculties for assessment of transfer credit.

5.2 FACULTY/DEPARTMENT PROCESSES

- Faculty/Department may ask students to provide course outlines to assist with assessing course
- Course must be applicable to the degree program to which the student is applying
- If there is an equivalent course at the appropriate level direct transfer credit is given for the course
- If there is no equivalent course decisions are made by the Faculty, consulting with as necessary, for unspecified credit within a subject area
- The following is considered in all assessments:
 - › Course level at sending institution (100, 200, 300, 400)
 - › Course weight
 - › Prerequisites
 - › Content
 - › Where unspecified credit is assessed - if significant overlap but not enough for direct transfer – Not To Do (NTD) notation may be added to transfer credit
 - › Subject area if unspecified credit -(eg. PSYCO, BIOL, MUSIC, Arts Option, Science Option, etc)

5.3 APPROVED STUDY ABROAD PROGRAMS

- Students must obtain a Letter of Permission in Principle from the Faculty before studying abroad “In Principle” because assessment ahead of time is not always possible.
- Courses at foreign host institution are assessed after registration at the foreign institution or upon return to the U of A depending on when course information is received.

6.0 HOW TO FIND APPROVED TRANSFER AGREEMENTS

- ACAT online Alberta Transfer Guide at: www.transferalberta.ca
 - › The online transfer guide is a quick way to check existing or earlier agreements and precedents, what a sending institution prerequisite is equivalent to at our institution.
- Non-ACAT -University of Alberta Campus Solutions (student database) – Public Query ROADM_TRANSFER_RULES. (Appendix 3)
 - › Enter the organization ID of the transfer institution to bring up the transfer rules.
 - › Select type of transfer rule - ACAT or Other (for non ACAT) or Faculty-specific.

APPENDIX 1:

SAMPLE COVER EMAIL FOR ELECTRONIC TRANSFER CREDIT PROPOSAL

Hello Mr. John Doe,

Burman University has requested an ACAT Transfer Credit assessment for their **SOC 100 (3)** course. The requested University of Alberta equivalent is **SOCI 100 (3)**.

It would be appreciated if you would evaluate the course, and follow the direction below for electronic forwarding of your recommendations. The course outline is included as an attachment. The current instructor qualifications is Master of Arts.

Department "First Review/Recommendation Stage"

1. Recommend one of the following:
 - a. Approved as direct equivalent
 - b. Approved as unspecified credit
 - c. Not approved

Note: If there is no direct course equivalent, you may grant unspecified credit as follows: "ABCDE 1XX, 2XX, 3XX, or 4XX". Please provide rationale for unspecified credit or not approved, as this explanation may be provided to the Sending Institution.

2. Once you have made your recommendations, **FORWARD** this email to Dr. Jane Doe in the Faculty of Arts at jdoe@ualberta.ca, and **CC** tcredit@ualberta.ca
3. Please ensure that your Department review is completed and emailed directly to Dr. Jane Doe by **March 1, 2018**.

Faculty "Second Review/Recommendation Stage"

1. Upon receiving the ACAT Transfer Credit assessment email from the Department, the Faculty will make the final recommendations. A copy of this email and course outline mat also be saved to a Faculty ACAT Transfer Credit folder for records purposes.
2. The Faculty will forward the completed ACAT Transfer Credit assessment email to Admissions in the Office of the Registrar at tcredit@ualberta.ca for final processing.

Thank you for your cooperation in this matter. If you require further information or assistance, please contact me.

XXXXXX
Specialist - Research & Curricula
Office of the Registrar
780.492.XXXX

Did you know? — A Transfer Credit Toolkit is available at this website:
<http://www.registrarsoffice.ualberta.ca/en/Faculty-and-Staff/Transfer-Credit-Toolkit.aspx>
This toolkit provides resources for UAlberta Department and Faculty staff involved in the articulation of transfer credit.

This course is also being reviewed by Augustana Faculty — Dr. John Smith jsmith@ualberta.ca ; 780.449.XXXX

APPENDIX 2:

ESSENTIAL COURSE OUTLINE DETAILS

COURSE OUTLINE ESSENTIALS

As a Receiving Institution, the U of A has found that if the following essential elements are included on Sending Institution course outlines, the transfer credit review process is expedited and more efficient.

- Institution Header
- Department that is offering the course
- Course and Course Title
- Term Date of the Course Outline (e.g. Fall 2012; Winter 2013)
- Course contact person (e.g. current instructor, dept chair, etc..) and contact information (phone/e-mail)
- Calendar course description
- Prerequisites and co-requisites
- Course Objectives or Intended Learning Outcomes
- Required Textbook(s) and supplementary or recommended textbooks (if any)
- Resource References or a Reading List
- Course Requirements/Evaluation – includes assignments, essays, papers, projects, mid-term and final examinations.
The percentage weight of each requirement should be provided. The total being 100%.
- Schedule of lectures and weekly breakdown of topics covered. The chapters to be covered in the textbook should also be included.
- Schedule of laboratories and weekly breakdown of topics covered.
- Grading System: A+ -- 90-100% -- 4.0
- Intellectual Property Statement - Acknowledgement if permission was sought and has been granted to use the U of A outline or other U of A course materials.

APPENDIX 3:

GUIDE TO USING ROADM_COURSE_TRANSFER_RULES PUBLIC QUERY

INTRODUCTION

A public query is available in Query Manager [Reporting Tools, Query] for users to view lists of Transfer Credit Rules updated to Campus Solutions by individual External Org ID (e.g. 0000199 for Red Deer College) and by Equivalency Rule (e.g. ACAT). The name of this public query is "ROADM_COURSE_TRANSFER_RULES".

The following section provides details on how to search for Transfer Rules in CS using ROADM_COURSE_TRANSFER_RULES public query.

STEP 1: Bring up ROADM_COURSE_TRANSFER_RULES public query. Search by query name and then select "Run to HTML" or "Run to Excel".

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

*Action:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input checked="" type="checkbox"/>	ROADM_COURSE_TRANSFER_RULES	Transfer Rules by External Org	Public		Edit	HTML	Excel	XML	Schedule

[Find an Existing Query](#) | [Create New Query](#)

Select the query and click "Run to HTML".
(Users can also use the "Run to Excel" option.)

STEP 2: Fill in the search parameters

ROADM_COURSE_TRANSFER_RULES - Transfer Rules by External Org

Academic Institution:

External Org ID:

Equivalency Rule:

Faculty (opt):

Comp Subject Area (opt):

View Results

Source ID	External Org	Comp Subj Area	Eff Date	Component	Sch Subj	Course Nbr	Home Units	Status	UA Subject	UA Catalog Nbr	Course ID	Unit Taken	UA Crse Status	Acad Group	Begin Date	End Date	Comments
-----------	--------------	----------------	----------	-----------	----------	------------	------------	--------	------------	----------------	-----------	------------	----------------	------------	------------	----------	----------

- Fill in UOFAB for 'Academic Institution'
- Fill in the 7-digit code for 'External Org ID'
- Fill in the appropriate value for 'Equivalency Rule' (e.g. "ACAT" for Colleges such as GMC, RDC, "OTHER" for U of Calgary, U of Lethbridge, UBC etc)
- 'Faculty' is an optional prompt. You can fill in value such as SC if you want to see only the list of transfer rule equated to U of A courses belonging to the Science Faculty. Leave it blank if you don't want to limit your search result by U of A equivalent course Faculty ownership.
- 'Comp Subject Area' is an optional prompt. Input a value from the following list if you want to see a shorter list by external subject ranges. For example:
 - > ACAT A - B
 - > ACAT C - D
 - > ACAT E - F
 - > ACAT G - H
 - > ACAT I - L
 - > ACAT M - N
 - > ACAT O - P
 - > ACAT Q - Z
- Replace "ACAT" with "OTHER" e.g OTHER A - B if the Equivalency Rule value is OTHER.
- Leave it blank if you don't want to limit your search result by external subject ranges.

STEP 3: Click View Results

ROADM_COURSE_TRANSFER_RULES - Transfer Rules by External Org

Academic Institution:

External Org ID:

Equivalency Rule:

Faculty (opt):

Comp Subject Area (opt):

View Results

Source ID	External Org	Comp Subj Area	Eff Date	Component	Sch Subj	Course Nbr	Home Units	Status	UA Subject	UA Catalog Nbr	Course ID	Unit Taken	UA Crse Status	Acad Group	Begin Date	End Date	Comments
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If the 'Run to HTML' option is used, the results appear within the same window session. Users have the option to download results in Excel.

ROADM_COURSE_TRANSFER_RULES - Transfer Rules by External Org

Academic Institution: UOFAB
 External Org ID: 0000231
 Equivalency Rule: ACAT
 Faculty (opt):
 Comp Subject Area (opt):

View Results

Download results in: **Excel Spreadsheet** CSV Text File XML File (942 kb)

View All First 1-100 of 1158 Last

	Source ID	External Org	Comp Subj Area	Eff Date	Component	Sch Subj	Course Nbr	Home Units	Status	UA Subject	UA Catalog Nbr	Course ID	Unit Taken	UA Crse Status	Acad Group	Begin Date	End Date	Comments
1	0000231	GMU Edm	ACAT A - B	09/01/2013	0001	AAC	151.3	3.00	APPR	ACCTG	300	000001	3.00	A	BC	09/01/1996	08/31/1999	
2	0000231	GMU Edm	ACAT A - B	09/01/2013	0002	AAC	263.3	3.00	APPR	ACCTG	322	000005	3.00	A	BC	09/01/1996	08/31/1998	
3	0000231	GMU Edm	ACAT A - B	09/01/2013	0003	AC	101.3	3.00	APPR	ACCTG	311	000002	3.00	A	BC	09/01/1996	08/31/1998	
4	0000231	GMU Edm	ACAT A - B	09/01/2013	0004	ACCT	111	3.00	APPR	ACCTG	311	000002	3.00	A	BC	09/01/1998	08/31/2002	
5	0000231	GMU Edm	ACAT A - B	09/01/2013	0005	ACCT	151	3.00	APPR	ACCTG	300	000001	3.00	A	BC	09/01/1998	12/31/9999	
6	0000231	GMU Edm	ACAT A - B	09/01/2013	0119	ACCT	164	3.00	DENY							01/01/1900	12/31/9999	
7	0000231	GMU Edm	ACAT A - B	09/01/2013	0107	ACCT	214	3.00	DENY							01/01/1900	12/31/9999	
8	0000231	GMU Edm	ACAT A - B	09/01/2013	0111	ACCT	215	3.00	APPR	STAT	151	010807	3.00	A	SC	09/01/2004	12/31/9999	Not for credit if credit has been obtained in any STAT course or SOC 210 at UofA. Credit allowed for only one MacEwan's introductory statistics course at UofA.
9	0000231	GMU Edm	ACAT A - B	09/01/2013	0112	ACCT	255	3.00	DENY							01/01/1900	12/31/9999	
10	0000231	GMU Edm	ACAT A - B	09/01/2013	0109	ACCT	268	3.00	APPR	ACCTG	1XX	012250	3.00	A	BC	09/01/2005	12/31/9999	

If the 'Run to Excel' option is used, a File Download dialogue box will appear.

ROADM_COURSE_TRANSFER_RULES - Transfer Rules by External Org

Academic Institution: UOFAB
 External Org ID: 0000231
 Equivalency Rule: ACAT
 Faculty (opt):
 Comp Subject Area (opt):

View Results

Source ID	External Org	Comp Subj Area	Eff Date	Component	Sch Subj	Course Nbr	Home Units	Status	UA Subject	UA Catalog Nbr
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File Download

Do you want to open or save this file?

 Name: q.xls
 Type: Microsoft Excel Worksheet, 359KB
 From: www.prodps.ualberta.ca

Open Save Cancel

Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

APPENDIX 4:

LETTER OF AGREEMENT

BLOCK TRANSFER –LETTER OF AGREEMENT UNIVERSITY OF ALBERTA & SENDING INSTITUTION

Purpose

TO FACILITATE STUDENT MOBILITY

BETWEEN: Sending Institution

and

The University of Alberta, as represented by XX Faculty

The Parties have signed a Letter of Agreement to facilitate undergraduate student mobility within Campus Alberta, and agree to the following terms for a block-transfer for students transferring from the XXX program at XXXX to the XXXX program in the Faculty of XXX at University of Alberta, within the following specific terms:

1. SCOPE AND ELIGIBILITY

1.1. Students who have completed the two-year XXX Diploma at XXX College will be accepted into the third year of the XXX degree program provided that they meet the academic and any other admission requirements for that program and achieve a minimum XXX (standing) GPA within the diploma program.

1.2. The courses in the XX Sending Institution XX diploma program and the University of Alberta, XX Faculty courses for which they will be credited are presented in Schedule B below. Changes to these course lists must be communicated as early as possible and approved by both parties.

1.3. This block transfer agreement applies only to the XX program/Faculty (in the Faculty XX) at the University of Alberta. Students who are admitted to the program and who subsequently apply to switch to another baccalaureate degree program within the University of Alberta, including those in XX Faculty, will be subject to a course-by-course assessment of their transcripts based on the requirements of the intended program and Faculty.

2. INSTITUTIONAL CONTACTS

Each institution shall designate a contact who will be responsible for ensuring that the commitments undertaken in this agreement are upheld and that appropriate advice and assistance are provided to students. The designated institutional contacts in this agreement are presented in Schedule B below.

3. COMMUNICATION

The Parties commit to timely communication, through the designated liaison officers, with respect to substantive changes in courses, program requirements and other academic procedures that may have a direct impact on the transfer relationship described in this agreement. To the extent possible, communication of such changes shall be made as early as possible in the institutional approval process to enable the parties to consider the impact of the proposed changes on their program. The Parties also commit to timely communication and to working together to ensure accuracy when promoting this block transfer option to students. Normally substantial changes to courses within the program will also be communicated to the University of Alberta through the ACAT website (Change Notification procedure).

4. PERIODIC REVIEW

The Parties will meet at least every (negotiated but normally every two to five) years to review the terms of this agreement.

5. TERMINATION, AND AMENDMENTS

5.1. The Agreement shall come into effect from the date of execution on behalf of both Parties and shall continue in effect until the termination of the Transfer -Letter of Agreement or until terminated by mutual agreement or in accordance with item 5.2 below.

5.2. Either party may terminate the Agreement on twelve (12) months written notice to the other party.

5.3. The Agreement may be amended by the mutual written consent of the Parties.

6. GENERAL RULES

6.1. In performance of the activities contemplated in this Agreement, neither XXX institution nor the University of Alberta shall be considered an agent, employee, joint venturer, or partner of the other.

6.2. The parties recognize that they are public bodies subject to the Freedom Of Information and Protection of Privacy Act of Alberta ("FOIPP Act"), and that access to information in respect of this Agreement will be provided in accordance with the FOIPP Act. The records transferred to or collected, created, maintained or stored under this Agreement are subject to the privacy and access provisions of the FOIPP Act.

6.3. Each party acknowledges that it may come into possession of confidential information of the other party. Accordingly, each party agrees that it will only use such confidential information for the purposes contemplated in this Agreement and that it will not, without the prior, written consent of the other party, disclose to any third party such confidential information. For the purposes of this Agreement, "confidential information" shall not include information that was already in the public domain, information that comes into the public domain through no act of the receiving party or information that is required to be disclosed under any applicable law or by order of a court.

6.4 The parties will, both during and following the term of this Agreement, indemnify and save harmless each other from all costs, losses, damages, judgments, claims, demands, suits, actions, complaints or other proceedings in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the parties, their directors, officers, employees, agents, subcontractors or volunteers in connection with services provided, purported to be provided or required to be provided by the parties pursuant to this Agreement.

The duly authorized officers of the Parties have executed and delivered this Letter of Agreement on the dates indicated below.

FOR Sending Institution

Name /Contact _____

Date

FOR The University of Alberta

Vice Provost and Registrar

Dean, XX Faculty

Date

SCHEDULE B –Transfer Details

At the time of the signing of this agreement, the XX Diploma program stands as follows:

List courses –(example) First year, 33 credits*
Sending Institution course list

List courses –(example) Second year, 33 credits*
Sending Institution course list

The XX Faculty at the University of Alberta will accept the above as a block of knowledge, and give the following transfer credit toward the XX program (or into the Faculty):

Specify specific transfer courses or how block transfers into degree program (indicate total transfer credits)

The designated liaison officers (Subject Matter Experts) at the time of the signing of this agreement are:

a) for Sending Institution :

Department Chairperson

Sending Institution

Contact information

b) for the University of Alberta:

Chair, Department

University of Alberta, XX Faculty

4