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Parent Policy: [Admissions Policy](#)

Transfer Credit Articulation Procedure

Office of Administrative Responsibility:	Office of the Registrar
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

General Faculties Council (GFC) has charged the Academic Standards Committee (ASC) with facilitating the transfer of students to the University from other postsecondary institutions in Alberta. To facilitate communication with other Alberta postsecondary institutions and with the Alberta Council on Admissions and Transfer (ACAT) normally the Chair of ASC or delegate serves as the University of Alberta's representative on the ACAT Council.

The University of Alberta supports the continued function of ACAT as a representative body of the postsecondary institutions in the Province of Alberta and endorses basic principles based on those of the Council expressed in the *Transfer Credit Articulation Basic Principles Information Document* (link below). The University also endorses the Council's mandate as a forum for the discussion and mediation of inter-institutional transfer issues.

The University of Alberta will accept for **transfer credit** the courses recommended by Faculties and approved by ASC for inclusion in the Alberta Transfer Guide, to the extent that the courses fit the degree program that the student wishes to enter and are presented with a minimum grade of C-, unless otherwise noted in the ACAT transfer agreement.

Credit for such courses will be considered in a credit-no credit basis only and will not be included in the University grade point average calculation on the University transcript.

Purpose

- To facilitate the ACAT transfer credit agreement process between the University of Alberta (the **receiving institution**) and other ACAT member institutions (the **sending institutions**) through a set of internally established procedures which are consistent with ACAT principles and best practices. These mechanisms allow for the assessment and potential **approval** of transfer credit as well as the change and/or rescission of transfer credit agreements, all of which are reflected in the *Alberta Transfer Guide*.
- The University of Alberta supports the sending institutions' efforts in developing and offering University transfer and transferable courses for entry into basic baccalaureate programs. It is in the best interests of the University of Alberta, other postsecondary institutions, and particularly the transfer students that these courses be developed to provide the best possible preparation for further study in undergraduate degree programs. This procedure is intended to provide a framework that allows for a cooperative means of achieving this goal.

PROCEDURE

APPLICABILITY

This procedure applies to course and block transfer proposals from ACAT member institutions and institutions within the Alberta Postsecondary **Six-Sector Model**, with the exception of:

- Comprehensive Academic and Research institutions
These transfer agreements are not articulated in ACAT because, generally, courses taken at these types of institutions are accepted for transfer provided they fit within the student's degree program and have been completed with a minimum grade of C-. Credit is assessed on an individual basis upon a student's application to the University of Alberta.
- Baccalaureate and Applied Studies institutions for their 300- and 400-level courses leading to a degree
These transfer agreements are not articulated in ACAT because, generally, these types of courses are accepted for transfer provided they fit within the student's degree program and have been completed with a minimum grade of C-. Credit is assessed on an individual basis upon a student's application to the University of Alberta.

FOCI OF EVALUATION

The primary means of evaluation of any transfer credit proposal is a detailed examination of the course content. The secondary means of evaluation is an examination of instructor qualifications.

- 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/corequisites. 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.
- 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. Normally, the minimum level of instructor qualifications required to teach courses at the 300- or 400- level will be a doctorate with appropriate specialization. Where applicable, other professional credentials or professional certifications in a particular discipline may be considered by the Faculty on a case-by-case basis. See link to *ACAT Best Practices in Instructor Qualifications*.

EVALUATION OF AN ACAT TRANSFER CREDIT PROPOSAL

All requests for transfer credit from ACAT member institutions are sent on an official *ACAT Transfer Credit Proposal Summary form* through the ACAT website.

1. Transfer Credit Proposal Review by Course

- a. Transfer Credit proposals with course outlines received by the **Transfer Credit Specialist** will be sent to the Department Chair(s) or Associate Chair(s) of the teaching Faculty for assessment and recommendation. In non-departmentalized Faculties, the Transfer Credit Specialist sends the proposal to the contacts determined by the Faculty for first review.

- b. Departments will forward the proposal with their recommendations to the appropriate representative of the Faculty for final review. Final recommendations can fall into one of three categories: Approval, **Not Approved – Changes Required**, or **Not Approved**.
- c. Faculty recommendations for Approval of transfer credit will be submitted to ASC for a final decision. Faculty recommendations for Not Approved will be submitted to ASC for information only. Recommendations for Not Approved – Changes Required are returned to the sending institution for resubmission.
- d. The sending institution will be informed of the final decision through the ACAT website.
- e. The effective date of new agreements will be the course's **date first offered** as indicated on the transfer credit proposal form, except where the date first offered is older than three years. In this case, the effective date of the agreement will be backdated three years from the beginning of the current academic year.

2. Transfer Credit Proposal Review by Program (Block)

- a. **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.
- b. 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**.
- c. Once transfer details are agreed upon a *Letter of Agreement* 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.
- d. A copy of the completed *Letter of Agreement* 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 website.
- e. The effective date of the agreement will be negotiated between the University of Alberta Faculty and the sending institution.

MAINTENANCE AND REVIEW OF TRANSFER CREDIT

Transfer arrangements are enduring agreements. It is in the interest of both the sending institution and the University of Alberta to ensure currency of agreements.

The need to review the status of a transfer agreement for rescission, retention, or revision can arise from:

- A change to a University of Alberta course or program reflected on the University Governance website in the 'Course and Program Changes' section.
- Notification from a sending Institution of a course or program change. This will be received by the Transfer Credit Specialist through the ACAT website.

1. Course Changes by the University of Alberta

- a. All course and program changes resulting in revision of the University Calendar will be identified by the Transfer Credit Specialist through the University Governance 'Course and Program Changes' website who will, in consultation with the Department where necessary, determine whether the changes are substantial or non-substantial in nature.
- b. In the case of substantial changes impacting existing transfer agreements, the Transfer Credit Specialist will provide the Departments with the respective transfer agreements for review and, where required, provide a current course outline from the sending institution. After consideration of the information and, where necessary, informal discussions with the sending institution, the Department, through the Faculty Office, will recommend to the Transfer Credit Specialist if transfer credit should be rescinded, retained, or revised.
- c. The Transfer Credit Specialist will notify the sending institutions of all transfer credit agreements impacted by these changes through the ACAT website. Agreements impacted by these changes are either replaced, retained, or rescinded. The sending institution may approve or decline replacement agreements.

2. Course and Program Changes by a Sending Institution

- a. In the case of any change made by a sending institution to a transfer course or program, the sending institution will notify the University through the ACAT website.
- b. The Transfer Credit Specialist determines whether the existing agreement must be reviewed again and consults with the Department and/or Faculty as required and may obtain current course outlines for review by the Department.
- c. Upon recommendation from the Department and approval by the Faculty, the Transfer Credit Specialist will notify the sending institution through the ACAT website of the revision to the transfer credit agreement. A new effective date of the agreement will be applied.
- d. Where the original agreement is no longer viable, the Faculty will advise the Transfer Credit Specialist of the decision and rationale for the rescission. So as not to disadvantage any transfer student currently registered in the affected course, the effective date of the rescission of an agreement will be a future date no earlier than the end of the current academic year. The sending institution will be notified through the ACAT website.

3. Changes Arising from a Review of a Degree Program by a University of Alberta Faculty

- a. Where a Faculty embarks on the review of a program that indicates a need to make a substantial change to block transfer or individual transfer credit agreements, it will bring the matter to the attention of the ACAT Contact Person for advice and to ASC for initial informal discussion, with a view to informing ASC of the proposed changes. This may be done before or after consultation with the affected sending institutions.
- b. Following such consideration by ASC and after seeking to reconcile or meet the legitimate concerns expressed by a sending institution, a Faculty will advise the Transfer Credit Specialist of the final decision. The Transfer Credit Specialist will communicate to the sending institution the decision to rescind or change the transfer credit agreement in question.

DEFINITIONS

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

Transfer Credit	An advance credit awarded on the basis of successful completion of structured educational activities at a postsecondary institution.
Receiving Institution	An institution to which students transfer course 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)
Approval	Indicates that transfer credit has been approved for specified, unspecified, or option credit.
Six-Sector Model	Alberta Government Roles and Mandates Policy Framework, The Six Sector Model indicates the educational mandate for program offerings for a postsecondary institution within a sector.
Transfer Credit Specialist	The Transfer Credit Specialist, by delegated authority and in consultation with the ACAT Contact Person, administers the transfer credit review process throughout the University of Alberta and updates and maintains agreements on the ACAT website. Acts as the official ACAT Contact Person Assistant.
Not Approved-Changes Required	Indicates that with required changes to course content or other specified criteria, the sending institution's course may be eligible for transfer credit.
Not Approved	Indicates that transfer credit cannot be approved. Rationale is provided to the sending institution.
Date First Offered	The date the sending institution's course was first offered in the form in which the course currently exists.
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.
Specified Credit	Where a sending institution's course is determined to be virtually equivalent to a specific University for direct transfer (e.g., BIOL 107).
Unspecified 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., BIOL 1xx).

Substantial change	Substantial changes to courses are those that impact existing transfer agreements which must be assessed for rescission or revision. Examples include changes to course content, instructor qualifications, pre/co-requisites, total hours of instruction and renumbering to a higher or lower course level.
Non-Substantial Change	These changes to courses do not impact the existing transfer agreement but may still result in the need to update information editorially on the ACAT Website.
ACAT Contact Person	The official ACAT Contact Person resides in the Office of the Registrar and is responsible for the integrity of transfer credit articulation between the University of Alberta, ACAT, and Alberta postsecondary institutions.

FORMS

No Forms for this Procedure [[▲Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

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

[Alberta Council on Admissions and Transfer Best Practices in Instructor Qualification](#) (Government of Alberta)

[Alberta Postsecondary Six Sector model](#) (Government of Alberta)

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

[Transfer Credit Articulation Basic Principles Information Document](#) (University of Alberta)

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