



**MEDICINE HAT  
COLLEGE**

299 COLLEGE DR SE  
MEDICINE HAT, AB T1A 3Y6  
PHONE: 403.529.3811  
FAX: 403.504.3521

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# Transfer Credit Evaluation

STUDENT ID #

## STUDENT INFORMATION

LAST NAME

FIRST NAME

MIDDLE INITIAL

## PROGRAM INFORMATION

PROGRAM

SENDING INSTITUTION

DATE OF REQUEST

**Official transcripts must be on file.**

**SENDING INSTITUTION  
COURSE(S)**

**MHC EQUIVALENTS**

**APPROVED  
(YES/NO)**

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<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

COMMENTS

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\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar Signature

\_\_\_\_\_  
Date

## **Transfer Credit Definition**

1. Transfer credit may be granted for courses completed at recognized, fully accredited universities, colleges, and technical institutes. Credit may also be assessed for advanced placement or international baccalaureate courses.

## **Transfer Credit Instructions**

1. Complete the Transfer Credit Evaluation Form.
2. Ensure that the transfer course meets all program and requisite requirements and does not violate any restrictions applicable to your program (see your Program Coordinator or the Medicine Hat College Calendar for information).
3. Submit form to the Registrar's Office and retain a copy for your records. Official transcripts must either be on file or accompany your request.
4. The Registrar's Office will forward the form to the course evaluator and Dean for signatures.
5. Students are responsible for submitting supporting documentation such as course outlines and/or other documents as requested by the Office of the Registrar.
6. Approved Transfer Courses will be reflected on the student's Degree Progress Audit. Students whose applications are denied will be notified by mail.

## **Transfer Credit Regulations**

1. Transfer credit will be recorded with a grade of TR on the Medicine Hat College transcript. Transfer credit will not be included in the calculation of the grade point average.
2. Prerequisite courses will not automatically receive transfer credit.
3. Decisions with respect to the awarding of transfer credit are not subject to appeal.
4. The authority to grant transfer credit lies with the post-secondary institution awarding the credential. Medicine Hat College offers no assurance that a receiving institution will offer similar recognition of the awarded transfer credit. Thus, upon transferring to another institution, the student may be required to take the course for which Medicine Hat College awarded transfer credit.
5. Transfer credit does not count toward full time status.
6. The deadline to apply to transfer credit for a given term will be the same as the add/drop deadline (as dictated by the calendar).
7. Students who enroll in a course for which the transfer credit evaluation is pending are responsible for withdrawal from duplicate courses and are subject to all college refund and withdrawal policies in the event transfer credit is granted.