



Medicine Hat College Policy Transfer Credit

Policy #:	AC-10
Policy Authority:	Registrar
Executive Sponsor:	Vice-President, Academic
Approved by:	President
Effective Date:	February 28, 2019
Next Mandatory Review Date:	February 28, 2024
Frequency of Review:	Every five years

1. POLICY OBJECTIVE

The purpose of this policy is to facilitate the transfer of course work obtained at other recognized post-secondary institutions towards Medicine Hat College (MHC) course work within programs offered at MHC to which an MHC credential is awarded. MHC adheres to the Alberta Council on Admissions and Transfer (ACAT) principles and works to offer transfer credit to the benefit of students.

2. POLICY SCOPE

This policy applies to all students who have applied to and been admitted to a credit program at MHC.

3. DEFINITIONS

- **Prior Learning Assessment and Recognition (PLAR):** a process of identifying, assessing, and recognizing skills, competencies, and knowledge of individuals learned through informal, non-formal, experiential or formal means.
- **Receiving Institution:** an institution to which students transfer course or program credits acquired at another institution (see Sending Institution).
- **Recognized Post-Secondary Institution:** an institution in Canada recognized by their provincial government as a public or independent publicly funded institution (as per the Pan-Canadian Consortium on Admissions and Transfer); or any institution outside of Canada that has been approved by their home country's Ministry of Education (or equivalent) as determined by the Registrar or by the International Qualifications Assessment Service (IQAS).
- **Residency Requirement:** a minimum number of credits that a student must obtain at the institution to which a credential will be granted.
- **Sending Institution:** an institution from which students may transfer course or program credits to programs at another institution (see Receiving Institution).

- **Transfer Agreement:** an agreement between two institutions (a sender and a receiver) that specifies how the sending institution's course or program may be accepted for transfer credit at the receiving institution.
- **Transfer Credit:** an advanced credit awarded on the basis of successful completion of structured educational activities at a post-secondary institution. Transfer credit is determined by assessing the equivalency of the course presented to an existing credit course at MHC.

4. PRINCIPLES

- 4.1 MHC is committed to reducing barriers and providing opportunities for student mobility by facilitating smooth transitions from secondary to post-secondary, and between institutions, by promoting transferability of courses and programs.
- 4.2 MHC adheres to the principles as outlined by ACAT with regards to transfer credit.
- 4.3 Assessment of transfer credit will be completed on an individual course basis. The accreditation of the sending institution as well as fit within the intended MHC program are factors that will be considered through the evaluation process.
- 4.4 Transfer credit approvals are subject to the MHC Residency Requirement as dictated by the Academic Calendar.
- 4.5 Relevant documentation must be provided in order for transfer credit evaluation to take place (usually in the form of an official transcript). For course work outside of the ACAT system, detailed course outlines are required in order to initiate an evaluation for transfer credit.
- 4.6 A grade of C- (or equivalent) or higher is required for transfer credit at MHC.
- 4.7 Course work that is more than ten years old will not normally be considered for transfer credit.
- 4.8 Transfer credit will not be granted for an external transfer course if the student has failed a MHC course on three attempts, unless permission is granted by the Dean or designate.
- 4.9 MHC will consider accepting credit earned through Prior Learning Assessment and Recognition for transfer credit.

5. RESPONSIBILITIES

5.1 **Registrar's Office** is responsible for

- (a) approving transfer credit based on Transfer Alberta (or other provincial transfer credit authority) transfer agreements,
- (b) approving transfer credit that has been awarded in the past for course work from institutions outside of the Transfer Alberta (or other provincial transfer credit authorities) system, and
- (c) facilitating the review of courses that have not previously been presented for transfer credit.

5.2 **Faculty Members** as subject matter experts, are responsible for evaluating course work for transfer credit equivalency, as required.

5.3 **Students** are responsible for submitting appropriate documentation to support transfer credit applications.

6. APPLICABLE LEGISLATION/REGULATIONS

Post-secondary Learning Act

7. RELATED POLICIES

- AC-01: Credentials and Parchments
- AC-08: Evaluation of Student Learning
- AC-09: Prior Learning Assessment and Recognition

8. RELATED PROCEDURES

- PR-AC-10-01: Transfer Credit
- PR-AC-09-01: Prior Learning Assessment and Recognition

9. RELATED INFORMATION

- Alberta Council on Admissions and Transfer
- MHC Academic Calendar

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Wayne Resch
Acting President and CEO

Date: February 28, 2019

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Terry Chapman
Interim Vice-President, Academic

Date: February 28, 2019

DOCUMENT HISTORY

February 2019 Policy approved