



## Transfer Credit Evaluation Guidelines

Medicine Hat College (MHC) is committed to facilitating smooth transitions between post-secondary institutions by promoting transferability of courses. In order to facilitate the evaluation process, please use the following guidelines to shape the transfer credit assessment.

### **Content match/overlap:**

Traditionally, it has been recommended that a 70-80 percent match exist for transfer credit, but British Columbia Council on Admissions and Transfer (BCCAT) publication, "How to Articulate" (2013) recommends using broad criteria to assess equivalency including content, outcomes, and applicability to credential completion. As the evaluator, you determine the best match for course content.

### **Assessment criteria:**

Before the course is forwarded to the evaluator, the Registrar's office will ensure that the course outline provided contains the elements outlined in the procedure. Content, outcomes, and level of course work are components that should be used in order to determine if a course is a good match for a MHC credit. Within the course outline consider other components of the course including evaluation methods, pre or co-requisites, and learning materials, always keeping in mind the central component of the evaluation is whether or not the courses will meet the same/similar learning objectives and outcomes.

In cases where an exact match to an MHC course cannot be granted but there is significant learning at the post-secondary level that would equate to an unspecified course within the evaluator's realm of expertise, unspecified credit may be awarded. In these instances, evaluator's may assign a 1XX (college level), 2XX (college level/university transfer junior level credit), or 3XX (college level senior credit/university transfer senior level) to the specific discipline area (i.e. ENGL, MGMT, etc.). In these instances it would be important to consider how the course will meet the overall learning outcomes for the program to which transfer is requested. If the learning objectives within the course will contribute to the overall learning outcomes and the student would benefit by substituting a course within the program, a course substitution can be requested. This can be recommended on the form within the evaluator's notes at the bottom.

If it is determined that the course does not match a MHC course nor does it warrant unspecified credit, the evaluator indicates this on the form and includes the reason within the evaluator's notes.

In some cases, more information may be required, or a student will obtain more information after an assessment has resulted in a denial of transfer credit. In these instances, further information and a reassessment of the course for possible transfer credit can be facilitated through the Registrar's office or by emailing [transfer@mhc.ab.ca](mailto:transfer@mhc.ab.ca).