

Medicine Hat College Procedure Transfer Credit

Procedure #: PR-AC-10-01 Procedure Authority: Registrar

Executive Sponsor: Vice-President, Academic Approved by: Vice-President, Academic

Effective Date: February 28, 2019

1. PURPOSE

This procedure provides direction on the process to be followed in which transfer credit is recognized and awarded at Medicine Hat College (MHC).

2. SUPPORTING

• AC-10 Transfer Credit (the **Policy**)

3. **DEFINITIONS**

All terms used throughout these procedures shall have the meanings ascribed to as such under the Policy.

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4. PROCEDURE FLOW CHART

Student applies to MHC with previous post-secondary education and transcripts are provided as part of the admissions process.

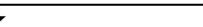


MHC notifies student that PSE transcripts are being evaluated for available transfer credit into program admitted. Amount of transfer credit considered will meet program specific requirements as well as residency requirements.



Initial assessment of transfer credit will be completed by the Registrar's Office utilizing existing database information including the Alberta Council on Admissions and Transfer (ACAT) database and other provincial transfer credit systems. Assessment of transfer credit is completed on an individual basis and will depend on the status of the sending institution and whether the course for which transfer is sought fits with the applicable program requirements.

Course(s) for which transfer credit is considered must be from an institution recognized by an appropriate government agency.



If a transfer agreement/articulation agreement exists in ACAT database, or if the course work has been previously evaluated by MHC, transfer credit will be awarded.

If a transfer agreement/articulation agreement does not exist, and the course has not yet been assessed for transfer credit by MHC, MHC sends a request to student to obtain the course outline(s) for course(s) for which potential for transfer credit exists.

Course outlines must, at a minimum, contain the following elements:

- · institution name;
- course number and title;
- term and year offered;
- · course description including hours of instruction;
- · prerequisites/co-requisites;
- learning objectives/outcomes;
- evaluation methods and requirements including assignments, essays, papers, projects, mid-terms and final exams as well as the weighting of each;
- grading system utilized;
- schedule of lectures, labs and/or seminars and their respective topics; and
- texts and other materials, reference/reading lists.

Course outline is evaluated by the Registrar's Office for equivalency to MHC course work within the program to which the student applied. The course will be evaluated initially utilizing the criteria set out in Appendix A of the procedure.

If subject matter expertise is required the Registrar's Office will consult with the appropriate faculty member in order to determine course equivalency.

Once the course has been evaluated, transfer credit will either be awarded or denied.

AWARDED: If coursework is deemed equivalent to coursework at MHC within their specific program, transfer credit will appear as awarded on the student's MHC academic transcript (noted as "TR" for grade). Student will be notified when transfer credit is successfully awarded.

DENIED: Evaluations that do not result in the awarding of transfer credit will be retained for information purposes. Students will be notified if transfer credit is not successful.

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5. ADDITIONAL INFORMATION

Appendix A: Transfer Credit Evaluation Guidelines

ORIGINAL COPY SIGNED

Terry Chapman Interim Vice-President, Academic

Date: February 28, 2019

DOCUMENT HISTORY

February 2019 Procedure approved

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