



299 COLLEGE DR SE
MEDICINE HAT, AB T1A 3Y6

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Transfer Credit Evaluation Request

Protection of Privacy

The personal information collected through the Transfer Credit Evaluation form is used for students to receive credit for a class from a different institution. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of this personal information please contact Associate Registrar at 403.502.8976, registration@mhc.ab.ca, Medicine Hat College.

STUDENT ID #

STUDENT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
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MHC PROGRAM:

SENDING INSTITUTION

DATE OF REQUEST

Official transcripts must be on file.

SENDING INSTITUTION COURSES

PROPOSED MHC EQUIVALENTS

COMMENTS (IF ANY)

Student Signature

Date

Transfer Credit Definition

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 Request Form.
2. Ensure 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 review your request and initiate the transfer credit evaluation process.
5. Students are responsible for submitting supporting documentation, such as course outlines and/or other documents, as requested by the Registrar's Office.
6. Approved transfer courses will be reflected on the student's Degree Progress Audit. Students whose applications are denied will be notified by email.

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 outlined in the Academic Schedule published in the Academic 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.
8. The minimum required grade must be attained in a course for transfer credit to be awarded. In most circumstances a minimum of C- is required for transfer credit to be awarded; some departments may require a higher grade. Please refer to the Academic Calendar for further detail.
9. Transfer credit will not normally be awarded for course work that is older than 10 years. Some programs may have shorter terms for course work and eligibility for transfer credit; please contact the Program Coordinator for further details.