	# Pages:	Policy Number:
5 **Policies & Procedures Manual**	**Page 1 of 4**	**AC-01-24**
	Approved by: **Learning Council**	

Section: **ACADEMIC - STUDENTS**	Effective Date: **December 12, 2017**
	Date Reviewed: **November 6, 2017**
Title: **TRANSFER CREDIT**	Replaces: **April 26, 2016**

POLICY STATEMENT

University College of the North (UCN) will strive to accommodate learner completion of certificates, diplomas and degrees in a timely manner, by accepting course work completed from other educational institutions, while the learner is enrolled with UCN.

PURPOSE OF POLICY

University College of the North wants to recognize a learner's previous academic coursework, where appropriate.

PROCEDURES

Credits may be transferred into University College of the North programs from other recognized post-secondary institutions for up to 75% of the program credit hours unless otherwise stipulated in the academic calendar. Credits may also be transferred from one UCN program into another.

Approved credit transfers will be entered on UCN's transcript once the learner has a current registration with UCN.

1. **LETTER OF PERMISSION**
   A formal authorization for learners to take courses at an accredited post-secondary institution outside UCN to receive credit within the learner's current UCN program.
   a) The application for a Letter of Permission is submitted by the learner to the appropriate Dean for approval no less than one month prior to the time of registration at UCN. If the course does not exist on the UCN Transfer Guide the learner will include the sponsoring institution's course outline/syllabus and should forward it to the Assessment Officer. If the course exists on the UCN Transfer Guide, the application for a Letter of Permission may be submitted directly to the appropriate Dean. The learner may request the assistance of an Academic Advisor.
   b) The Enrolment Services Advisor issues the Letter of Permission to the student, and copies the sponsoring institution and the Assessment Officer.

c) The Assessment Officer processes the information on the electronic database (Jenzabar) so that the course is noted on the learner's UCN transcript as being taken with a Letter of Permission with a grade of WIP.
d) Within one month of completion of the course, the learner provides the Enrolment Services Advisor with an official transcript of the grade received.
e) The Enrolment Services Advisor then informs the Assessment Officer of the grade received.
f) The Assessment Officer enters, on the electronic database (Jenzabar), the grade received which will appear on the learner's UCN transcript.
g) The Assessment Officer will enter a grade of "F" one month following completion of the course, if an official transcript is not received.
h) Once an official transcript is received, the letter grade of "F" will be converted to the grade as identified on the transcript.

2. TRANSFERRING CREDIT INTERNALLY

In order to improve accessibility and to provide flexibility, learners may transfer course credits and grades from one UCN program to another.

a) An enrolled learner may be permitted to transfer credits from one program to another:
- Where a course which has been delivered though University College of the North has been designated as equivalent and accredited to another program, the actual letter grade will be transferred and shown on the transcript provided that the course has not previously been used to earn a certificate, diploma or degree.
- Where a learner has used a course for credit transfer into another UCN program, that course may not be used as credit transfer another time. The one exception is ABS.1001 Waskawimakanwa Mecimwaci Isihtwawina (or any variation in course name). It can be used for credit in an unlimited capacity and there is no shelf life.
- Where a learner received advanced standing for credits earned in previously completed programs, the course name for which advanced standing is being granted will appear on the transcript along with a designation of "CR".
- Where a learner received advanced standing for credits earned in previously uncompleted programs, the course name for which advanced standing is being granted will appear on the transcript along with the actual previous grade earned.

b) Courses submitted for transfer within University College of the North must meet the following criteria:
- The course has been examined;
- The learner must have met all the requirements of the course;
- The course is designated as equivalent in content and duration to the course for which credit is being requested;
- The course was completed within the past five years.

3. TRANSFERRING CREDIT FROM AN EXTERNAL INSTITUTION

The Faculty's Dean, acting in conjunction with the academic staff concerned, will determine the transfer credit equivalencies from other institutions.

a) Application for transfer of credit should be made when applying for admission.
b) Official transcripts must be submitted to the Registrar.
c) The Academic Advisor will ensure that the course being requested for transfer meets the time-line/grade requirements for that Faculty.
d) The Academic Advisor will request the learner to provide the required documentation for the course(s) in question.
e) The Academic Advisor will assist the learner to complete the Transfer Credit Request Form (TCRF).
f) The Academic Advisor will forward the TCRF with documentation and transcript information to the Assessment Officer.
g) The Assessment Officer will complete a Course Equivalency Request form and forward electronically, that form with the supporting documentation and transcript to the appropriate Dean.
h) The Dean will complete the Course Equivalency Request form and return to the Assessment Officer, and indicating on the TCRF if the request was approved or denied.
i) The Assessment Officer will then add the course(s) to the Transfer Guide, the appropriate binder and process the TCRF.

4. **TRANSFER CREDIT RESTRICTIONS**
   a) A minimum grade of C from the transferring institution is required for course credit transfer.
      - Courses successfully transferred in will be recorded on the learner's University College of the North transcript using the designation "CR" (i.e. credit).
      - Unsuccessful credit transfer efforts will not be recorded on the learner's University College of the North transcript.

5. **TRANSFER CREDIT TIMELINES**
   a) In general, credit transfer will be limited to education completed within the previous five years. Credit transfer of computer application courses will usually be limited to education completed within the previous three years, but consideration will be given on an individual basis. Courses submitted for transfer to the University/College must be currently relevant and acceptable to the receiving program to which transfer is requested.
   b) Shelf life of courses can be determined on a course by course basis by the Dean of the program area where the content of the course is deemed to be current and relevant for a period of more than five years, but not to exceed more than ten years.
   c) It is the learner's responsibility to provide the University/College with the appropriate documentation that supports the transfer of credit request, including but not limited to official transcripts, course outlines and/or learning outcomes.

d) For purposes of transfer credit, a Faculty has the ability to determine the shelf life of a course.

e) UCN wants to ensure the academic credibility of its own programs, therefore transfer credits of more than ten years in age are to be formally requested on the Transfer Credit Request Form and then subsequently denied so as to keep a written record of approved and denied requests.