

TITLE: NEW COURSE DEVELOPMENT/TRANSFER OF COURSES AND PROGRAMS

(Relates to EL-8: Curriculum and Instruction)

EFFECTIVE DATE: April 15, 1987

PRACTICE:

PROCEDURE:

Development of Courses Not to be Considered for Transfer

1. The development of new or modified courses that are not to be considered for transfer to an external institution shall be initiated by, or done in consultation with, the appropriate Program Chairperson who will, if appropriate, discuss this proposal with the members of his/her program.
2. The Chairperson will discuss the proposal with his/her Dean.
3. The course proposal shall also be sent to Academic Council for information/approval.
4. The final proposal will be sent by the Dean to the Vice President Academic for final approval.
5. The Registrar's Office shall be notified by the Vice President Academic of the status of the approved course.

Development of Courses to be Considered for Transfer

1. The development of new or modified courses shall be initiated by, or done in consultation with, the appropriate Program Chairperson, who will, if appropriate, discuss this proposal with the members of his/her department. The proposal for transfer shall be developed in consultation with the appropriate Dean and approved by the Vice President Academic.
2. The Program Chairperson (or his/her designate) shall consult with the appropriate department at the potential receiving institution regarding transfer credit, and informal agreement shall be obtained at this stage. Without this agreement, no further pursuit of transfer credit for the proposed course is possible.
3. The requested transfer arrangements are to be recorded on the appropriate Transfer for Credit form (attached) and submitted to the Registrar by the Vice President Academic.
4. The course proposal shall also be submitted to Academic Council for information/approval.
5. The Registrar shall submit the course proposal to the potential receiving institution for credit recognition and to the Alberta Council on Admissions and Transfer for information.
6. The final negotiated arrangements shall be communicated by the Registrar to the Council on Admissions and Transfer for listing of the course in the Transfer Guide.

Program Transfer

1. If all or part of a program is to be considered for transfer to another institution, the Program Chairperson and his/her Dean shall examine the related program at the other institution and assess the feasibility of transfer arrangements.
2. The Dean, or his/her designate, shall initiate informal discussions with the appropriate department at the potential receiving institution regarding the feasibility of a program transfer. A detailed examination of programs and courses at both institutions will be made to assess virtual equivalence of course competencies and to determine any necessary course or program modifications required by the sending institutions.
3. The requested transfer arrangements are to be recorded on the appropriate Transfer for Credit form (attached) and submitted to the Registrar by the Vice President Academic.
4. The Program Transfer proposal shall also be submitted to Academic Council for information/approval.
5. The Registrar shall submit the program proposal to the potential receiving institution for credit recognition and to the Alberta Council on Admissions and Transfer for information.
6. The final negotiated arrangements shall be communicated by the Registrar to the Council on Admissions and Transfer for listing of the program in the Transfer Guide.

TRANSFER FOR CREDIT APPLICATION - FORM "A"

(For a course offered at Red Deer College that is virtually identical to a course offered at the Receiving Institution)

1. Receiving Institution:

Program/Department Area:

2. Liaison Information: _____
(Name & Position of R.D.C. Personnel)

has discussed this proposal with, and has received informal support from,

(Name & Position of Personnel at Receiving Institution)

3. Information on Proposed Red Deer College Course:

Name & Number of Course:
(same as that of receiving institution)

Hours/week = Lecture ___ Lab ___ Seminar ___ Tutorials ___

Field Experience ___ Total ___

Pre-requisites:

Co-requisites:

Course Description (including grading practice, weighting of course content, and detailed course outlines. Use extra pages, if necessary.)

Core Reading List and/or Other Resource Materials:

Minimal Instructor Qualifications:

4. Internal Approval

(Dean) (Vice President Academic) (Registrar)

TRANSFER FOR CREDIT APPLICATION - FORM "B"

(For a course offered at Red Deer College that is not identical to a course offered at the Receiving Institution but that is comparable to a course in this institution or else is of equivalent academic worth to other courses in a program at this institution.)

1. Receiving Institution:

Program/Department Area:

2. Liaison Information: _____
(Name & Position of R.D.C. Personnel)

has discussed this proposal with, and has received informal support from

(Name & Position of Personnel at Receiving Institution)

3. Information on Proposed Red Deer College Course:

Name & Number of Course: _____

Course is Comparable To: _____
(Name of Course at Receiving Institution, if applicable)

Hours/week = Lecture ___ Lab ___ Seminar ___ Tutorials ___
Field Experience ___ Total ___

Pre-requisites:

Co-requisites:

Course Description (including grading practice, weighting of course content, and detailed course outlines. Use extra pages, if necessary.)

Core Reading List and/or Other Resource Materials:

Minimal Instructor Qualifications:

5. Internal Approval

(Dean) (Vice President Academic) (Registrar)

TRANSFER FOR CREDIT APPLICATION - FORM "C"

(For a course offered at Red Deer College that is not being considered for transfer to another institution.)

1. Information on Proposed Red Deer College Course:

Name & Number of Course:

Hours/week = Lecture ___ Lab ___ Seminar ___ Tutorials ___

Field Experience ___ Total ___

Pre-requisites:

Co-requisites:

Course Description (including grading practice, weighting of course content, and detailed course outlines. Use extra pages, if necessary.)

Core Reading List and/or Other Resource Materials:

Instructor Qualifications:

2. Internal Approval

(Dean) (Vice President Academic) (Registrar)

ACCOUNTABILITY: Vice President Education

RESPONSIBILITY: Dean of Student Services

CONSULTATION FOR REVIEW: Registrar, Students, Deans, Vice President Education

STANDARD PRACTICE REVIEW DATE: 2002

ASSOCIATED POLICY:

- New Course Development