

**TITLE: TRANSFER OF CREDIT COURSES AND PROGRAMS**

**POLICY STATEMENT:**

Red Deer College (RDC) recognizes the need to provide learner access and contribute to learner mobility within higher education through the provision of transfer credit for formal learning completed. Informal learning completed through work and life experience is recognized through the process of prior learning assessment.

**PURPOSE:**

To facilitate transferability of courses and programs between RDC and other postsecondary institutions and maintaining RDC as a member in good standing with the Alberta Council on Admissions and Transfer (ACAT) for the benefit of learners.

**SCOPE:**

This policy applies to all credit courses and programs.

**PRINCIPLES:**

Procedures and decisions at Red Deer College:

1. Treat all persons fairly and respectfully.
2. Are non-discriminatory and non-intrusive.
3. Incorporate open, honest and timely communication.
4. Are made in a timely manner.
5. Provide appropriate confidentiality and privacy.
6. Provide appropriate access to education.
7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
8. Operate with clear written expectations for conduct and handling of complaints.
9. Meet all accreditation standards.
10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
11. Are communicated in alternate forms to those who require such accommodation.

**DEFINITIONS:**

**ACAT:** Alberta Council on Admissions and Transfer is the advisory agency accountable for facilitating the transfer of post-secondary courses and programs between post-secondary institutions for the benefit of learner mobility.

**Academic Credit:** Academic credits reflect a measure, based on the number and type of instructional hours, of learning gained from class, lab, seminar, tutorial, clinical, practicum, applied practicum, field work and work experience.

**Access:** The degree of openness in practices allowing learners to transfer formal and informal learning, upon admission, as credit towards the completion of another program or credential.

**Alberta Transfer Guide:** Publication of ACAT approved course and block transfer agreements between post-secondary institutions.

**Block Transfer:** A transfer agreement between two institutions comprised of a group of courses, culminating in a completed certificate or diploma program, recognized and accepted as transferable into another academic program by the receiving institution.

**Credential:** The level of program achieved through the completion of a set number of credit courses and the achievement of an established Grade Point Average required for successful completion.

**Credit Course:** A series of learning opportunities within a specific subject area to which instructional hours are assigned as academic credit and to which a final grade is assigned.

**Credit Program:** A credit program is comprised of a set number of courses that, upon completion, result in the awarding of a credential (certificate, diploma, applied degree or degree) that has received or requires Academic Council approval.

**Formal Learning:** Learning obtained through credit courses and programs offered at post-secondary institutions.

**Informal Learning:** Knowledge, skill and ability gained through work and life experience.

**Mobility:** The ability of learners to move from one post-secondary institution to another without the requirement to repeat course work already completed at another institution.

**Receiving Institution:** The post-secondary institution a learner transfers to and which receives courses and/or programs as transfer credit.

**Sending Institution:** The post-secondary institution a learner transfers from and which sends courses and/or programs as transfer credit.

**Transfer:** The ability of learners to receive recognition of previous course work on the basis of equivalency or relevancy by another post-secondary institution, or another RDC program, in order to pursue further learning in the same or another credential.

**Transfer Agreement:** An agreement negotiated between a sending institution and a receiving institution which recognizes courses and programs as equivalent learning. Agreements may be based on individual courses or as a block transfer of a certificate or diploma as an example.

**Transfer Credit:** An academic credit awarded in advance to a student on the basis of successful completion of structured educational activities, such as credit courses and programs at, or within, a post-secondary institution. Transfer credit is based on negotiation with the receiving institution and through formal recognition obtained from ACAT.

**Transferable Courses:** Credit courses which meet specific and identified elements/components and are taken as part of a program or independently as part of a program of studies and which have transfer potential to other post-secondary institutions.

## **PROCEDURES:**

### **External Transfer Credit**

Credit courses and programs approved through Academic Council are sent to ACAT for transfer credit assessment, when it is anticipated the course(s) or program(s) would be recognized as equivalent, to a receiving institution.

The Dean, Associate Dean or designate:

1. Examines the related program, at the other institution(s), and assess the feasibility of transfer arrangements to determine if all, or part, of a program will be considered for transfer credit.
2. Assesses the courses or program for equivalency considering course or program content, learning outcomes, course credit, contact hours and instructor qualifications as examples.
3. Completes the Transfer Credit Assessment form and submits to the Registrar's Office indicating whether the request is approved, denied or requires further information from the sending institution.
4. Initiates informal discussions with the appropriate department at the potential receiving institution regarding the feasibility of a program or course transfer. A detailed examination of programs and courses at both institutions is done to assess virtual equivalence of course competencies and program outcomes to determine any necessary course or program modifications required by the sending institutions.
5. Completes informal consultation, with the appropriate department of the receiving institution, prior to submitting the Transfer Credit Request form and course outline(s) to the Registrar. Without informal consultation the transfer credit request will not be submitted to ACAT.
6. Submits to the Registrar transfer credit requests, for courses and programs, on the Transfer Credit Request Form along with the course outline(s) providing information related to: the credential; course category; course name; course code and number; date the course was first offered; and, the equivalent course at the receiving institution.

The Registrar:

1. Submits transfer credit requests to receiving institutions through ACAT.
2. Confirms that all final negotiated transfer agreements are documented and available to learners through the Alberta Transfer Guide.
3. Distributes all transfer credit requests received from sending institution(s), through ACAT, to the appropriate Dean, Associate Dean or designate.
4. Requests further information from the sending institution if required by the Assessor.
5. Submits the Transfer Credit Assessment form and documentation to Curriculum Committee when transfer credit is recommended for review and approval by Academic Council.
6. Submits the Transfer Credit Assessment form and documentation to Curriculum Committee for information when transfer credit has been denied.
7. Communicates the decision to the sending institution through ACAT.

**Internal Transfer Credit**

1. The Dean, Associate Dean or designate identifies internal transfer credit opportunities, or course equivalencies, to promote the recognition of prior learning and encourage retention of current and continuing learners.
2. The Registrar maintains a database of internal transfer credit, or course equivalencies, upon provision by the Dean, Associate Dean or designate for the purpose of awarding credit.

**OFFICER RESPONSIBLE:** Chair of Academic Council

**RECOMMENDING AUTHORITY:** Academic Council

**CONSULTATION FOR REVIEW:** Vice President Academic, Deans' Council, Registrar, School Councils, Students' Association and Student Services

**POLICY REVIEW DATE:** November 2019

**EFFECTIVE DATE:** November 1, 2014

**REVISION HISTORY:** April 15, 1987 (New Course Development/Transfer of Courses and Programs Policy and Standard Practice)  
November 1, 2014 (revised and renamed Transfer of Credit Courses and Programs Policy)

**RELATED POLICIES:**

- Curriculum Standards for Credit Programs
- Graduation, Certification and Completion
- Prior Learning Assessment and Recognition
- Program Review Policy
- Program Development and Redevelopment for Credit Programs Policy

**CONNECTION TO BOARD POLICIES:**

All RDC policies support relevant Board of Governors operational policies