



Transfer Credit Procedure	
Policy: Recognition of Prior Learning and Transfer Credit Policy	
Category: Academic	Approval Date: May 22, 2020
Procedure Owner: Vice President Academic and Provost	Effective Date: July 1, 2020
Procedure Administrator: Academic Policy Committee	Review Period: 5 years
Associated Documents: Assessment of Prior Learning Procedure	

PURPOSE

To facilitate student mobility and transferability of credit courses and programs between Red Deer Polytechnic programs and with other post-secondary or educational institutions. To maintain the Polytechnic as a member in good standing with the Alberta Council on Admissions and Transfer (ACAT).

PROCEDURE

1. Transfer Credit Request

Students

1. Apply and submit all required documentation upon admission to a program. Applications can be submitted at any time once a student is admitted into a program; however, applications received within four weeks of the start of term may not be processed prior to the Course Add/Drop date of that term.
2. Provide detailed course outlines/syllabi for course(s) not within the ACAT system.
3. Receive transfer credit assessment for credit courses offered by accredited post-secondary institutions, International Baccalaureate (IB), or Advanced Placement (AP) programs, and those which were declared (via official transcripts) upon application to the Polytechnic.
4. Receive transfer credit assessment for courses completed within ten (10) years of application to the Polytechnic unless otherwise specified by the program in the Academic Calendar.
5. Not be eligible for transfer credit for courses and/or programs used to meet admission requirements.

6. Be responsible for all associated fees.

2. Transfer Credit Assessment

Dean, Associate Dean, or Designate:

1. Assesses Polytechnic courses and/or programs for external equivalency considering content, learning outcomes, academic credit, contact hours, and instructor qualifications.
2. Submits to the Office of the Registrar, following informal discussions internally and externally, the ACAT 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.
3. Identifies internal transfer credit opportunities, or course equivalencies, to promote the recognition of prior learning and encourage retention of current and continuing learners and communicates these equivalencies to the Registrar who maintains a database of internal transfer credits for the purpose of awarding credit.

3. Transfer Credit Submission

Office of the Registrar:

1. Submits approved credit courses and programs for transfer credit to ACAT when it is anticipated that the course(s) or program(s) will be recognized as equivalent at a receiving institution.
2. Confirms that all final negotiated transfer agreements are documented and available to learners through Transfer Alberta.
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.