Undergraduate Transfer Credit Policy

Number: TBD

Audience: Faculty, Staff, Students, and external Post-secondary Institutions

Issued: Effective September 1, 2018

Last revised: October, 2017

Owner: Registrar

Approved by: Executive of Council – October 25, 2017

Contact: Registrar – registrar@uregina.ca

Introduction

Transfer credit refers to the recognition of the successful completion of post-secondary credits taken at other recognized post-secondary institutions. Transfer credit may be awarded on the basis of the evaluation of a course (course by course), a series of courses (two or more courses equivalent to one course), or a block of courses (a group of courses equivalent to a specified number of credit hours).

The University of Regina (U of R) will recognize coursework completed at the undergraduate level for transfer credit for courses that are deemed to be at the university level from all eligible institutions. Transfer credit awards will only be applied to a student’s chosen program if they meet the minimum transfer grade point average (GPA) and grade requirements of the Faculty or Academic Unit and only to the maximum credit hours allowable under the published regulations for admission and/or degree completion. Students must complete the residency requirements of their chosen program.

Courses taken at the undergraduate level will not be recognized for graduate level transfer credit and courses taken at the graduate level will not be recognized for transfer credit at the undergraduate level.

Definitions

* **Articulation Agreement** – A signed agreement between the U of R and another institution(s) that specifies the amount of credits granted for prior studies at the partner institution(s) and the number of credit hours required to complete a U of R credential. These Agreements can also be between professional organizations and the U of R. Articulation Agreements can be one-way or reciprocal.
* **Block Transfer** - Refers to a form of transfer credit. Credit is awarded by the U of R on the basis of total hours or credits completed, rather than for individual courses. Students are then admitted to a specific point of a U of R program. A block transfer arrangement is normally formalized through an Articulation Agreement.
* **Course Outline** – A document that normally includes information about the content of a course, the learning objectives, learning outcomes, assessment methods, textbooks and other learning materials, and instructor credentials. A course outline is also known as a course syllabus.
* **Credit Hours** – The unit used for measuring educational credit, usually based on the number of classroom hours per week throughout a term. Students are awarded credit for classes on the basis of the Carnegie unit. This defines a semester unit of credit as equal to a minimum of three hours of work per week for a term.
* **GPA** – A grade point average (GPA) is an average of numeric grades, adjusted for variations in the credit hours that are assigned to the courses in which the average is based. GPAs are calculated at the U of R for each term (Term GPA – TGPA), , for a student’s program (Program GPA – PGPA), and for a student’s whole academic record (Undergraduate GPA – UGPA, and Cumulative GPA – CGPA).
* **Program** – A prescribed set of courses and other completion requirements that lead to the award of a credential. Programs normally take the form of a certificate, a diploma, or a degree.
* **Residency** Requirement– The required number of credit hours a student must successfully complete from the U of R to be awarded their chosen credential.
* **Stale Dating** – The practice of reviewing the date in which a course was taken to ensure currency.
* **Transfer Credit** – The recognition of the successful completion of post-secondary credits taken at other recognized post-secondary institutions or approved organizations.
* **Transfer Credit Map** - A document which lists the courses students completed, and how each transfers from other institutions. It can be created for student use or for developing articulation agreements and transfer pathways.
* **Triangulation** – The formal recognition of either an institution or a course based on the decision to recognize such by another recognized institution who is a member of Colleges and Institutes Canada, Universities Canada, a recognized international credential assessment service, or a provincial council/committee that oversees transfer credit (i.e.; Alberta Council on Admissions and Transfer).

Policy

**Transfer Credit Eligibility**

To be eligible for transfer credit consideration, coursework must be taken at a post-secondary institution where one or more of the following conditions are satisfied.

* A Canadian institution that is a member of Colleges and Institutes Canada or Universities Canada.
* A Canadian institution that is affiliated with a Universities Canada member institution, or accredited by the Association of Biblical Higher Education (ABHE) or the Association of Theological Schools (ATS).
* An institution from the USA that is a member of a regional accreditation body as recognized by the Council for Higher Education Accreditation (CHEA).
* An institution outside of Canada or the USA that has been approved by its country's approved authority for education as determined by the U of R’s Enrolment Services Admissions Unit or; the UR International's Admissions Unit or; by the Registrar or; by a qualified international qualifications assessment service.
* Courses taken at a Quebec CEGEP toward the completion of a DEC that have not been used to meet admission requirements will be considered for transfer credit to a maximum of 30 credits.

Other recognized coursework includes:

* some courses through the College Board's Advanced Placement examinations;
* some courses through the International Baccalaureate program;
* some courses through the Cambridge International A Level program.

**Recognition of Credit Hours**

The recognition of credit hours for a U of R course should be the same as the credit hours presented. In some cases, the recognition of credit hours may be less than what is presented. For example, it may be determined that the combination of two 3 credit hour courses are equivalent to one 3 credit hour course at the U of R.

**Transfer Credit Grades**

Transfer credit grades are used to determine the eligibility of transfer but do not count toward a student’s GPA.

**The Application of Transfer Credit to a Student Record**

Applicants must meet the minimum admission requirements of the program to which they are applying. Awarded transfer credit will only be applied to a student’s program if:

* the transfer course meets the minimum grade requirement of the Faculty or Academic Unit and;
* the transfer course fits the published regulations of the applicant’s chosen program.

**Specified and Unspecified Transfer Credit**

Transfer credit is awarded as closely as possible to specific U of R courses. When an exact or close U of R equivalent does not exist, unspecified transfer credit is awarded as closely as possible to the subject and level of the course (LV 100, LV 200, 1XX, 2XX, etc.). Unspecified credit can also be elective credit (ELEC).

**Program Transfers and the Application of Transfer Credit**

The transfer from one program to another will result in a reassessment of the application of awarded transfer credits. The total transfer credit applied may stay the same, increase, or decrease depending on the applicability of awarded transfer credit to the regulations of the chosen program of transfer.

**Minimum GPA and Grade for the Award of Transfer Credit**

Unless otherwise specified in the faculty/academic unit regulations, or in the program regulations of the student’s chosen program, the minimum GPA requirement for transfer credit consideration for courses completed at eligible institutions is 60%. This aligns with the U of R’s requirement for academic progression.

The transfer GPA of a student will be calculated in consideration of all previous post-secondary courses that have been completed and/or attempted. Students must also meet the minimum grade requirement of their faculty/academic unit in each transfer course for transfer credit consideration. Failing grades will be used in the calculation of the transfer GPA but will not be considered for the award of transfer credit.

| **Student's Faculty/Academic Unit** | **Minimum grade considered for transfer credit** | **U.S. post-secondary equivalent grade** |
| --- | --- | --- |
| Arts | 50% | C- (1.7 GPA) |
| Business Administration | 60% | C (2.0 GPA) |
| Centre for Continuing Education | 50% | C- (1.7 GPA) |
| Education | 60% | C (2.0 GPA) |
| Engineering & Applied Science | 60% | C (2.0 GPA) |
| Kinesiology & Health Studies | 60% | C (2.0 GPA) |
| La Cité universitaire francophone | 50 % | C- (1.7 GPA) |
| Media, Art, & Performance | 60% | C (2.0 GPA) |
| Nursing | 60% | C (2.0 GPA) |
| Science | 60% | C (2.0 GPA) |
| Social Work | 50% | C- (1.7 GPA) |

**Grade Conversions**

The U of R reserves the right to convert incoming grades that are not in a percentage to a percentage for the purposes of determining the eligibility, award, and applicability of transfer credit. Where grade ranges are used by the sending institution in the award of a grade (i.e. A+ = 94% to 100%), a mid-range of the scale will be used (i.e. 97% for this example).

Percentage grades may also be converted when it is determined that the scales from the sending institution are dramatically different than what is used at the U of R (i.e. grades from other countries).

**Failure to Declare Attendance at another Post-secondary Institution**

Transfer credit may not be awarded if a student fails to declare their attendance at another institution on their application to the U of R.

**Transfer Credit for Students with a Must Withdraw (MW) Status**

Students on a MW may not be eligible for transfer credit for courses taken during the MW period. Students need to consult their faculty for the specific regulations pertaining to transfer credit and an MW status.

**Transfer Credit for Students who have been expelled or suspended.**

Students who are serving a misconduct penalty of expulsion or suspension are not eligible to receive transfer credit for courses taken elsewhere during the penalty period.

**Fraudulent Transcripts**

The U of R reserves the right to confirm that any transcript submitted is authentic and/or has been sent from the sending institution.

Transfer credit will not be awarded or will be revoked if it is determined the student has presented a transcript or document that misrepresents or has altered their academic history. The presentation of fraudulent documents and transcripts may result in the cancellation of the student’s application, withdrawal of an offer of admission, or an academic or non-academic misconduct penalty. The University reserves the right to report the submission of fraudulent documents and transcripts to the appropriate law enforcement agency.

Any applicant who presents a fraudulent document in support of an application for admission will be identified to other Canadian universities and colleges.

**Official Transcripts and Transfer Credit**

Students must arrange for the submission of an official transcript from their attended institution(s). A transcript is considered official when it has been sent directly to the U of R appropriate Admission’s Office or Registrar’s Office from an institution in a sealed envelope. Some forms of electronic submission made directly from the sending institution may be accepted on the approval of the Registrar.

**Exception:**

It may be difficult to obtain multiple copies of transcripts from some institutions outside of Canada (transcripts from schools in Ukraine, for example). In these cases, the University will accept a photo copy of the transcript from the student provided that it is presented to a University Official along with the original and that the photocopy is notarized by a Notary Public as a true and accurate copy of the original.

**Translation to English**

Transcripts in a language other than English or French, must be translated to English by a certified translator at the student’s expense.

**Course Outlines and Transfer Credit**

Course outlines (also known as course syllabi) are required for courses that have not been previously evaluated by the U of R, for courses that have undergone substantial changes since last being evaluated, or for courses that have been evaluated more than 10 years previous. Students will be notified of what course outlines are required. It is the student’s responsibility to have the appropriate course outlines sent to the U of R. A course(s) will not be evaluated until receipt of the course outline.

Course outlines in a language other than English or French, must be translated by a certified translator in to English at the student’s expense.

Course outlines must include:

* Course title
* Course number
* Course description
* Information about how a student is evaluated
* Information about the textbook and other materials used for the course

The U of R may also request that the student submit information about the instructor’s credentials if needed.

**Stale Dating**

The practice of stale dating ensures current knowledge and applicability of course work. The U of R will not recognize course work that is determined to be out of date. Faculties/Academic Units reserve the right to determine their own stale dating practice. See Appendix A for the current listing of stale dating practices for each Faculty/Academic Unit.

**Triangulation**

Triangulation may be used to determine an institution’s eligibility for transfer credit consideration. Triangulation may also be used to determine the award of specified or unspecified transfer credit.

A decision to recognize an institution through triangulation does not guarantee the recognition of courses and credit hours from that institution.

**Formal Agreements**

Formal transfer credit agreements, also known as articulation agreements, are normally based on the recognition of block transfer but may also be made on the recognition of a course or a series of courses.

A Faculty or Academic Unit that is entering into a formalized agreement with a partner institution must use the U of R approved templates.

**Letters of Permission**

With the permission of their faculty, federated college, or academic unit, admitted and current students may take courses at another recognized institution for transfer to the U of R. To be eligible for a Letter of Permission students must:

* be in good academic standing with their Faculty/Academic Unit by meeting the minimum academic standards of their program and without having any current academic actions (probation, RTD, MW, etc.); and
* be in good financial standing with the University.

The University retains the right to refuse the award of transfer credit for students who take courses at another institution and do not obtain a Letter of Permission in advance of taking those courses.

**Transfer Credit Appeals**

Appeals on the award of transfer credit, the denial of transfer credit, and/or the applicability of transfer credit to a student’s chosen program are first made with an informal discussion with the academic area.

Students who are not satisfied with the results of the informal discussion can appeal to the Registrar. The student must submit a rationale outlining the results of the informal discussion with the academic area and provide the reasons why the transfer credit should be considered for review (see Process for more detail). Courses that have not been successfully completed, do not meet the minimum grade requirement of the academic area, or have been completed at an institution deemed not be eligible will not be considered for appeal.

The Registrar will coordinate a review of the transfer credit appeal with the following individuals:

* The Dean of the Faculty or the Director of the Academic Unit and;
* The Department Head or Program Chair or Associate Dean (Academic), as relevant; and
* One faculty member from the subject area of appeal.

The Registrar will Chair the review. Decisions of the review committee are final.

Roles and Responsibilities

Registrar’s Office/Admissions/UR International

* Determines institution eligibility.
* Coordinates the student application process including the collection of student transcript information.
* Investigates the submission of fraudulent documents or transcripts and initiates the formal academic or non-academic misconduct procedures.
* Maintains formal agreement templates.
* Approves the submission of an electronic transcript as official, or not.

Registrar’s Office

* Maintains transfer credit policies, procedures, and processes.
* Interprets transfer credit policy.
* Coordinates the transfer credit appeal process.

Faculties/Academic Units

* Make transfer credit decisions.
* Notify students on transfer credit award and the applicability of transfer credit to the student’s chosen program.
* Coordinates the review of transfer credit including the collection of course outlines.
* Participate in the review of appeals.

Consequences for Noncompliance

The submission of fraudulent documents or transcripts may result in the cancellation of the student’s application, withdrawal of an offer of admission, or an academic or non-academic misconduct penalty.

Faculty members, Department Heads, Program Chairs, and Associate Deans are required to fairly and equitably apply this policy to all student requests for transfer credit assessment and consideration. Failure to do so could result in increased cost of tuition for students and increased costs to the University in the review of appeals of transfer credit.

Faculties and Academic Units who do not use the approved templates when entering into formalized agreement with a partner institution increase risk and potential legal liability to the U of R.

Processes

**How to Apply for Transfer Credit and the Transfer Credit Process**

**New Students**

1. Fill out the [Application for Admission Form](https://urconnected.uregina.ca/apply/readmittransfer.ezc) and pay the application fee.
2. Request one official transcript from each post-secondary institution you have attended be sent to the U of R.
3. The appropriate Admissions Office or the Registrar’s Office determines eligibility of the institution the transcript is from and forwards all eligible transcripts to the faculty or academic unit for review.
4. The faculty or academic unit reviews the transcripts sent from the Admissions Office and decides what, if any, classes can be awarded transfer credit and applied to a student’s program. Students may be required to supply course outlines if asked to do so by the faculty, department, or college. University calendars and other documentation may also be requested.
5. Once the faculty, department, or college has determined the credit to be awarded and applied to a student’s program, an advisor fills out a transfer credit evaluation form and forwards it the Registrar's Office for processing.
6. The Registrar's Office checks all information to make sure it is correct and then adds the information to each student's record.
7. The Faculty or College sends a copy of the transfer credit evaluation to the student.

**Admitted Students – Letter of Permission**

Current U of R students may be eligible to take courses from another post-secondary institution with permission from their faculty or college. Please check with your faculty or college for the specific process to follow.

1. Obtain permission from your faculty or college and submit the Letter of Permission they issue to you to the institution where you will be taking the course(s).
2. The faculty or college will register the student in a Letter of Permission course on the student system.
3. When the course has been completed, send one official transcript directly to the U of R.
4. The Registrar’s Office will review the transcript and the Letter of Permission to ensure the approved course(s) were completed and determine whether the minimum grade required was achieved. Eligible transfer credit information will be added to the student’s record and the Letter of Permission course will be given a grade of MC.

**Process for Appeal of Transfer Credit**

A student may appeal the award or the application of transfer credit to their chosen program. Appeals on the recognition of an institution or on the denial of transfer credit on courses with failing grades or for courses that do not meet the minimum grade standard of the faculty, academic unit, or the student’s chosen program will not be considered.

The first step is for the student to have a discussion with their academic area. If the student is not satisfied with the response, the student must submit their appeal in writing (by letter or by email) and include the following information:

1. Name, student id number, and U of R email address.
2. Faculty or academic unit and program of study.
3. The date of the information discussion with the Faculty or academic unit.
4. The reason why the transfer credit award or application of the transfer credit should be reconsidered.
5. Any other pertinent information that the student believes the Transfer Credit Appeals Committee should consider.

Students may send their appeal by email to [registrar@uregina.ca](mailto:registrar@uregina.ca), hand deliver their appeal to the Registrar’s Office in the Administrative and Humanities Building room AH 210, or send their appeal by mail to:

Registrar

AH210

3737 Wascana Pkwy

Regina, SK S4S 0A2

Upon receipt of the appeal, the Registrar will review. On completion of the review the Registrar may:

1. request more information from the student; or
2. decline to proceed; or
3. proceed.

Students will be notified of the Registrar’s decision via their U of R email account.

If the Registrar has decided to proceed with the appeal, a meeting will be coordinated within 30 days of receipt of the appeal with the following individuals from the subject area of the appeal:

* The Dean of the Faculty or the Director of the Academic Unit and;
* The Department Head or Program Chair or Associate Dean (Academic), as relevant; and
* One faculty member from the subject area of appeal.

All decisions of the transfer credit review committee shall be final. Students will be notified via their U of R email account of the committee’s decision.

**Formal Agreement Process**

Faculties/Academic Units submit a proposed agreement to the Registrar on the approved templates for initial review.

The Registrar reviews the template and advises of any changes that may be required.

The agreement is signed by:

* The U of R Dean of the Faculty or Director of the Academic Unit and;
* The U of R Provost and;
* The Dean or Director of partner institution and;
* The Provost or most senior academic officer of partner institution.

The Registrar’s Office receives a copy of the signed agreement. The information within the agreement is entered into the appropriate data base as required.

The Registrar’s Office initiates a formal communication with the faculty or academic unit about 12 months prior to the expiration of an agreement so that the agreement can undergo a review and renewal if necessary.

Related Information

A list of documents that contain pertinent, related information (acts, regulations, other policies, strategies, procedures, forms, etc.)

* Stale Dating Table (Appendix A)
* [Transfer Credit Agreement Template](https://www.uregina.ca/student/registrar/assets/docs/doc/transfer-credit/Transfer-Credit-Agreement-Template.docx)
* [Undergraduate Calendar](https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar)

**Appendix A**

**Faculty/Department Transfer Credit Stale Dating Table**

|  |  |
| --- | --- |
| **Faculty/Department** | **Stale Dating Practice** |
| Faculty of Arts | Some courses that have been taken 10 or more years ago may be considered ineligible for transfer credit. |
| Faculty of Business Administration | All courses are evaluated on a case by case basis, and transfer credit is awarded if the content of course is up to date based on the current developments in the subject area. |
| Centre for Continuing Education | Students who are admitted or readmitted to certificate programs in the Centre for Continuing Education, having completed courses in their program more than 10 years ago, may be required to update their knowledge by repeating or taking additional courses toward their program. Certificate programs that include courses academically housed in another academic unit are governed by the “Outdated Courses” policies in the relevant faculty. |
| Faculty of Education | Students who are admitted or readmitted to the Faculty of Education and have completed courses in their degree program more than 8 years previously, may be required to update their knowledge by  Repeating or taking additional courses. |
| Faculty of Engineering and Applied Science | Some courses that have been taken 10 or more years ago may be considered ineligible for transfer credit. |
| Faculty of Kinesiology and Health Studies | Students who have completed courses in their degree program more than eight years ago, may be required by the Faculty to update their knowledge by repeating or taking additional courses. The decisions will be made by the Office of the Associate Dean (Undergraduate). |
| La Cité universitaire francophone | Some courses that have been taken 10 or more years ago may be considered ineligible for transfer credit. |
| Faculty of Media, Art, and Performance | Some courses that have been taken 10 or more years ago may be considered ineligible for transfer credit. |
| Faculty of Nursing | Nursing and required Biology courses that have been taken 7 or more years ago will not be awarded transfer credit. Other courses that have been taken 10 or more years ago may be considered ineligible for transfer credit. |
| Faculty of Science | Some courses that have been taken 10 or more years ago may be considered ineligible for transfer credit. |
| Faculty of Social Work | Social Work courses completed more than 10 years prior to commencing a practicum will be considered stale dated. Students will be required to update their knowledge by repeating stale dated Social Work courses. This policy excludes Social Work elective courses and general university courses. Social Work courses that have contributed to completed Social Work credential (i.e. certificate or diploma) will not be subject to this stale dating policy. |