The attached Undergraduate Transfer Credit Policy is being presented for information and discussion. Feedback received will be considered for potential edit to the policy document prior to moving it forward for approval by CCUAS, Executive of Council, and Senate.

Highlights:

- The current published information has been brought into a formal policy document. This will make future iterations easier to manage and maintain.
- Definitions have been added.
- Institutional recognition has been updated to reflect current practice.
- Language has been introduced on the applicability of transfer credit that aligns with the pan-Canadian protocol on transferability.
- The requirement for students to have a grade of 68% or higher grade for the transferability of courses that require a 60% passing grade has been removed.
- Language about stale dating has been introduced.
- Language and process on formal agreements has been introduced.
- Language about triangulation has been introduced.
- Language on current process has been modified for clarity.
- An appeals process has been introduced.
Undergraduate Transfer Credit Policy

Number: TBD
Audience: Faculty, Staff, Students, and external Post-secondary Institutions
Issued: TBD – on passing of motion at Senate
Last revised: N/A
Owner: Registrar
Approved by: Senate
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 will guarantee the award of transfer credit at the undergraduate level 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.

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.
- **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** – The required number of credit hours a student must successfully complete at the University of Regina to be awarded their chosen credential.

- **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.

- **Transfer Credit Statement** – A document issued by the U of R to a student which lists the total transfer credit awarded or denied as well as the total transfer credit that has been applied to the student’s chosen program. The transfer credit statement is normally issued with an offer of admission.

- **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.

- 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 home country's Ministry of Education as determined by the 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 CGEP beyond the minimum 12 courses (excluding Physical Education) required for admission.

• A Bible College, Theological College, or Seminary that is a member of Universities Canada, affiliated with a Universities Canada member institution, or accredited by the Association of Biblical Higher Education (ABHE) or the Association of Theological Schools (ATS). Note: This category of institution is eligible for undergraduate general studies courses only. Credit will not be awarded for courses in theology or ministerial preparation.

Other recognized coursework includes:

• some courses through the College Board's Advanced Placement examinations;

• some courses through the International Baccalaureate program; and

• 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.

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 student’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 (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 University of Regina’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.

<table>
<thead>
<tr>
<th>Student’s Faculty/Academic Unit</th>
<th>Minimum grade considered for transfer credit</th>
<th>U.S. post-secondary equivalent grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>50%</td>
<td>C- (1.7 GPA)</td>
</tr>
<tr>
<td>Business Administration</td>
<td>60%</td>
<td>C (2.0 GPA)</td>
</tr>
<tr>
<td>Centre for Continuing Education</td>
<td>50%</td>
<td>C- (1.7 GPA)</td>
</tr>
<tr>
<td>Education</td>
<td>60%</td>
<td>C (2.0 GPA)</td>
</tr>
<tr>
<td>Engineering &amp; Applied Science</td>
<td>60%</td>
<td>C (2.0 GPA)</td>
</tr>
<tr>
<td>Kinesiology &amp; Health Studies</td>
<td>60%</td>
<td>C (2.0 GPA)</td>
</tr>
<tr>
<td>La Cité universitaire francophone</td>
<td>50 %</td>
<td>C- (1.7 GPA)</td>
</tr>
<tr>
<td>Media, Art, &amp; Performance</td>
<td>60%</td>
<td>C (2.0 GPA)</td>
</tr>
<tr>
<td>Nursing</td>
<td>60%</td>
<td>C (2.0 GPA)</td>
</tr>
<tr>
<td>Science</td>
<td>60%</td>
<td>C (2.0 GPA)</td>
</tr>
<tr>
<td>Social Work</td>
<td>50%</td>
<td>C- (1.7 GPA)</td>
</tr>
</tbody>
</table>

Grade Conversions

The University of Regina 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 will not be awarded if a student fails to declare their attendance at another institution on their application to the U of R. Such failure to declare may result in the cancellation of the student’s application, withdrawal of an offer of admission, or an academic or non-academic misconduct penalty. It is the student’s responsibility to ensure that any individual or agency applying on their behalf declares all previous post-secondary educational institutions attended.

**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 and/or 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 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 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 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.

Triangulation

Whenever possible, triangulation will 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 an articulation agreement, is 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.

Transfer Credit Appeals

Appeals on the awarding of transfer credit, the denial of transfer credit, and/or the applicability of transfer credit to a student’s chosen program can be made to the Registrar. The student must submit a rationale as to 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

A student’s failure to declare prior post-secondary education experiences or 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 and pay the application fee.
2. Request one official transcript from each post-secondary institution you have attended be sent to the University of Regina.
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 University of Regina 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 University of Regina.
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 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 reason why the transfer credit award or application of the transfer credit should be reconsidered.
4. 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, 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 University of Regina Dean of the Faculty or Director of the Academic Unit and;
- The University of Regina 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.)

- Transfer Credit Agreement Template (Finalize and Insert link)
- Undergraduate Calendar (Insert Link)