

University of Alberta

Transfer Credit Manual

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Note: This document is intended as a reference guide for University of Alberta employees on the processes related to transfer credit articulation. It is not intended as a source of official policy or procedural information. For questions or concerns please contact the RO transfer credit specialist.

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1.0 Introduction

1.1 Document Purpose

This document is intended as a tool for internal University of Alberta employees who review transfer credit from postsecondary institutions received from the Registrar's Office (admissions, ACAT), students (study abroad, exchange, letters of permission) and other institutions. This manual also serves to provide other resources to assist with transfer assessment practices.

1.2 Transfer Credit and Transfer Credit Basics

1.21 Quick Definitions

- **Transfer credit** is the acceptance of previous learning represented in course units or credits applied and articulated (denoted) on a student's academic transcript.
- **Direct Credit** is where a sending institution's course is determined to be virtually equivalent to a specific university for direct transfer (e.g., ECON 101).
- **Option Credit** is where the sending institution's course meets the subject area of a U of A course but is not close enough to receive direct credit (e.g. ECON 1XX). there may be a notation that the course will not be used for specific programs (e.g. not for credit towards the bachelor of commerce program).
- **Generic Option credit** is where a sending institution's course will transfer towards satisfying requirements for a particular course subject but is not close enough to receive credit for the specific course (e.g., SCOPT 2XX), or where the subject material is transferable but is not taught at the U of A.
- **Block Transfer** normally refers to a block of courses completed as part of a credential (e.g. diploma or certificate) that transfers into a similar discipline of a university degree program.

1.22 Category Model

	Category 1 (Formerly Sector 1)	Category 2 (Formerly Sector 2)	Category 3 (Formerly Sector 3)	Category 4 (Unaccredited/Trade/No Credit - non-uni transfer programs)	Private Accredited Colleges *
	Comprehensive Research Universities	Non-research Universities, Independent Universities	Community Colleges, Indigenous, Polytechnical/Industrial, CGEP (see https://www.collegesinstitutes.ca/)	Unaccredited/Trade/No Credit	Accredited private colleges offering PS courses but not full degree programs
	These Institutions provide approved undergraduate and graduate degree programs that lead to undergraduate and graduate credentials. These Institutions offer terminal graduate degrees.	These Institutions focus on undergraduate level education and applied research.	These programs prepare students for work or further learning; provide academic upgrading and adult learning programs and diploma and certificate programs; may provide apprenticeship technical training programs.	These programs are primarily academic upgrading and adult foundational learning, and support transitions to further learning, the labour market and full participation in society; they may provide apprenticeship technical training programs; they may provide specialized skills and knowledge to prepare students for employment.	
	These Institutions have a strong research focus in a wide range of disciplines and can undertake all forms of research, including discovery. Research is published and cited.	These schools may provide approved diploma or certificate programs. They may provide academic upgrading and adult learning programs.	These schools do not provide graduate level programs.	Usually these programs are non credit, apprenticeship, diploma and certificate programs. Alternatively, like the Banff Centre, they serve the needs of learners with prior academic and professional experience.	These courses/institutions will be evaluated on a per-faculty basis. Note: no rule created.
	These Universities may offer approved diploma and certificate programs.	These Institutions might collaborate with other post-secondary institutions to support regional access to undergraduate degree programs.	These Institutions may offer degree programs in certain circumstances, such as degree completion programs on their campuses (in partnership with universities) or baccalaureate degrees with an applied focus.		
RULES, according to the Model					
	Category 1	Category 2	Category 3	Category (Unaccredited/Trade/No Credit)	Private Accredited Colleges*
Course Level	Up to 400-level quality, 100 and 200 all accepted and 100 level should be direct equivalent transfers, wherever possible (or provide justification)	Up to 300-level quality, 100 and 200 all accepted and 100 level should be direct equivalent transfers, wherever possible (or provide justification)	Up to 200-level quality and anything above with justification	per Faculty with justification	per Faculty with justification
Direct Credit	100 and 200 level	100 level	100 level	none	
Type of Program	Baccalaureate & Graduate	Baccalaureate degrees or University transfer program	University Transfer programs	N/A	
Sample institution	University of Calgary University of Lethbridge	Alberta University of the Arts Concordia University of Edmonton	Red Deer College NAIT	Marvel College Banff Centre	DeVry Institute of Technology
Note: Pre-arranged transfer decisions are not included (i.e. IB, AP, A-levels, dual-credit)					
The why: Adoption of a Category Model for transfer credit assessment (see Appendix 1) that would provide guidance for assessment and when warranted allow direct transfer credit to be granted without evaluation based on agreed upon parameters. A Category Model would assign institutions to a category, resulting in transfer credit being based on the type of institution, general content of the course (e.g. Organic Chemistry) and course level rather than individual aspects of the course such as specific content, assessment methods, instructor qualifications, and program specifications particular to the teaching unit.					

1.3 Transfer Credit Articulation

Transfer credit articulation procedure is contained in the U of A Policies and Procedures Online found at: <https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Transfer-Credit-Articulation-Procedure.pdf>

1.4 Office of the Registrar, Specialist, Research and Curriculum, Transfer Credit Portfolio

Please contact through the transfer credit email: tcredit@ualberta.ca

1.4.1 Receives initial proposal from sending institution and communicates as necessary to prepare proposal and materials.

- Most of the process will be supported by the Transfer Credit Proposals and Decisions [Google Drive](#)
- Submits proposal and materials to/faculty for assessment.

- Responds to department and faculty questions during review deliberations and requests for additional information from the sending institution as required.
- Receives completed proposals with transfer credit decisions from faculty ([Google Drive](#)) ACTC prepares and submits reports see above 1.2.2..
- Once decisions are received from faculties, this person communicates that decision to sending institutions through ACAT database, if applicable.

2.0 Process Overview

Transfer Credit will be determined by the home faculty or the teaching faculty, per the following. (note: when home and teaching faculty are the same, the faculty determines the transfer credit accordingly).

2.1 Authority

2.1.1 When the home faculty is authorized to evaluate the course presented and the course is not owned by the home faculty:

- The home faculty evaluates the course using the Category* Model.
- The home faculty grants the credit.
- The decision is codified in the system of record.
- New courses are reviewed by the teaching faculty each term.

2.1.2 When the home faculty is not authorized to evaluate the course presented:

- The proposal is sent to the teaching faculty for evaluation.
- The teaching faculty determines credit.
- The decision is codified in the system of record, and the student's home faculty updates the student's transfer credit report.

2.1.3 In all cases:

- The committee will report on all decisions made, annually, to the GFC Programs Committee.
- The home faculty is responsible for notifying the student of the transfer credit decision.
- The teaching faculty is responsible for notifications to update the system of record.
- The RO is responsible for updating the transfer credit decision externally, when applicable.
- Transfer credit records will be stored in a system of record and will be maintained with regular re-assessments.

3.0 Faculty Review

3.1 Faculty Review of Transfer Credit Proposal

The following steps must be completed and who is responsible is determined by the Faculty as part of their internal processing.

The home Faculty will designate one person or email for the RO and other faculties to use as their transfer credit contact. For example, Associate Dean Undergraduate, Assistant Dean, Department Chair, Transfer Credit Advisor, etc. the Faculty will communicate their decision through the [Google Drive](#) and to the designate from the inquiring faculty (when applicable).

3.2 Course Evaluation

- Use the Category Model to identify which category the institution belongs to and the corresponding rules regarding level of courses. Look at course content to determine equivalency at University of Alberta.
- Determine the credit hours (hours of instruction) of the course. for example, 39 credit hours is standard for a U of A *3 credit lecture based course.
- Determine the level of the course (first year, second year, etc.)
- Compare course description, learning outcomes, delivery method (lecture, lab, seminar), references, specific textbooks, pre-requisites
- Review how the course is evaluated, if available and/or applicable:
- Determine what types of assessment are used to calculate the grade. For example, participation, assignments, quizzes, presentations, reports, laboratories, essays, field trips, peer review.
- The University of Alberta requires a grade of C- or better (or equivalent) - any credit granted outside of this rubric is per faculty practice and requires faculty authorization.
- Winter 2020 credit/no credit will be an enduring exception.

3.3 Assign Transfer Credit Equivalency, if/where applicable

- Level of course (if not determined in step 4)
- Direct Credit - using category model and U of A transfer credit manual, ex) BIOL 107 (*3)
- Option Credit (subject) - not enough course content (<60%) or not enough information to grant direct credit, ex) BIOL 2XX(*3) may include notation about transferability to a specific program.
- Generic Option credit - not enough course content or not enough information to grant subject specific credit but based on category model the course merits transfer credit at the U of A ex) SCOPT 2XX (*3). This includes credit for courses not taught at the U of A.
- Note: 100-level courses should not be assigned generic subject credit; they should only be assigned generic faculty credit if option credit is to be assigned. For example, a course should not be equated as BIOL 1XX. if there is no direct equivalent it should be granted SCOPT 1XX (*3) or a course should not be equated to ECON 1XX, instead it should be AROPT 1XX (*3).
- Updates campus solutions with new agreements or changes to agreements (ACAT and non-ACAT).
- Responds to sending institutions' changes to existing agreements.

3.4 Systems Updating

After Faculty approval the Specialist TC will enter the new formally approved agreements into Campus Solutions. In addition, ACAT approvals will be entered into the online ACAT system. (note: agreements will not appear online until ACAT has completed the verification process).

Specialist TC enters the approvals into the database (transfer rules) for use by staff processing transfer credit. Therefore the public query for searching transfer credit will be the most current. (Appendix 4)

3.5 Approved Study Abroad Programs

- Study Abroad credit will be assessed following the same principles and procedures as any other transfer credit.
- Students must obtain permission in principle from the faculty before studying abroad. “In principle” because assessment ahead of time is not always possible. Courses at foreign host institutions are assessed after registration at the foreign institution or upon return to the U of A depending on when course information is received.
- Transfer credit is granted if applicable to the student’s program.

3.6 Out of Province

- Transfer Credit will be considered for institutions accredited in another province and where Provincial Transfer Agreements exist between the colleges/institutes and research universities in that province.
- Course credit will be considered transferable from another accredited research intensive university. Students from accredited International postsecondary institutions are asked to submit a course syllabus/description for each of the courses taken, which are uploaded to launchpad by the applicant for faculty review.

4.0 Overview of Block Transfer Credit

4.1 Block Transfer Agreements

- Block Transfer agreements may be requested by sending institutions where there is viable potential for laddering into a specific program or faculty for a specific teaching field. Block Transfer may be requested by a sending institution, normally for a credential (diploma/certificate). The Specialist, TC ensures the block proposal includes course outlines for all courses in the program, the credit weight and total instruction hours of each course and the instructor qualifications. The materials are then sent to the faculty contact. Informal discussions between the sending institution’s subject matter experts and the U of A department and/or faculty are encouraged. The sending institution may have contacted the U

of A department or faculty to discuss the potential of setting up a block transfer into a specific degree program.

- Depending on the agreement with the faculty, a student's courses are assessed for transfer or left for the faculty to assess and approve (consultation may happen with the department). Final course grade for consideration of transfer credit is a minimum C- or equivalent.

4.2 Block Transfer Credit Articulation, Negotiation and Assessment, Informal Process

- The viability of a block transfer must be explored – for example, how many transfer students are anticipated to transfer from the sending institutions program to the U of A degree program. Once both parties agree that the proposed block agreement has merit, the informal process to articulate the block agreement begins.
- The two parties may choose to exchange documents directly and work out the block transfer agreement informally, in which case the finalized proposal will be submitted directly to the registrar's office Specialist TC by the faculty to initiate the formal process. This is an example of the process within the Faculty of Agricultural, Life and Environmental Science.
- Wherever possible course-by-course transfer credit assessment of courses within the credential should be completed - this allows for student mobility to other faculties and programs other than that for which the block is being requested.
- Where courses within the diploma/certificate program are not offered within the faculty to which the block is being articulated, the assessment must be completed by the appropriate department in order to award specified course credit (ex biological sciences would review for BIOL 107). only unassigned credit can be assigned (BIOL 1XX) if not reviewed by the appropriate Faculty.
- Where the block transfer is being articulated to a degree program that is also part of a combined degrees program, both faculties must agree to the block transfer to avoid transfer credit issues into the second degree program in the other faculty.

5.0 How to Find Approved Agreements

5.1 ACAT Online Alberta Transfer Guide, www.transferAlberta.ca

- The online transfer guide is a quick way for UofA Employees and students to check existing or earlier agreements and precedents, what a sending institution prerequisite is equivalent to at our institution.

5.2 Non-ACAT -University of Alberta Campus Solutions (Student Database)

- UofA Employees can use the Public query roadm_transfer_rules. (Appendix 4) › enter the organization id of the transfer institution to bring up the transfer rules. › select type of transfer rule - ACAT or Other (for non ACAT) or faculty-specific.

Appendices

Appendix 1

ACAT & ACAT Articulation Committees

Articulation committees bring together faculty from common subject matter areas from the ACAT committee to facilitate the expansion of transfer credit opportunities and learner pathways.

U of A subject matter experts participate in annual articulation committees within specific disciplines/programs with ACAT together with other subject matter experts from member institutions.

Currently there are 12 discipline/program area articulation committees on which the University of Alberta has representation from department/faculty:

› Aboriginal Education › Biological Sciences › Business › Computing Science › Engineering › English › Indigenous Languages › Languages (formerly Second Languages) › Mathematics and Statistical Sciences › Psychology › Sociology › Studio Based Art

Transfer Alberta

- Provides transfer agreements between postsecondary institutions in the province of Alberta and is updated continually with the exception of the academic research institutions which recognize each other transfer credit.
- Sending institution (the postsecondary institution from which a student transfers).
- Receiving institution (the postsecondary institution to which a student transfers).
- The whole process should take no more than 6 to 8 weeks. However it is acknowledged that longer periods are needed depending on the levels of approval and the time of year.
- Block Transfer credit proposals may take longer to assess.

Appendix 2

ACAT Online Alberta Transfer Guide, www.transferAlberta.ca

- The online transfer guide is a quick way to check existing or earlier agreements and precedents, what a sending institution prerequisite is equivalent to at our institution.
- Non-ACAT -University of Alberta campus solutions (student database) – public query roadm_transfer_rules. (Appendix 4) › enter the organization id of the transfer institution to bring up the transfer rules. › select type of transfer rule - ACAT or other (for non ACAT) or faculty-specific.

Appendix 3

Essential Course Outline Details

- Institution header
- Department that is offering the course
- Course number and title
- Term date of the course outline (e.g. fall 2012; winter 2013)
- Course contact person (e.g. current instructor, dept chair, etc.) and contact information (phone/e-mail)
- Calendar course description
- Prerequisites and corequisites
- Course objectives or intended learning outcomes
- Required textbook(s) and supplementary or recommended textbooks (if any)
- Course requirements/evaluation – includes assignments, essays, papers, projects, mid-term and final examinations. the percentage weight of each requirement should be provided. the total being 100%.
- Schedule of lectures and weekly breakdown of topics covered and the chapters to be covered in the textbook should also be included
- Schedule of laboratories and weekly breakdown of topics covered
- Grading system: A+ -- 90-100% -- 4.0
- Intellectual Property Statement - acknowledgement if permission was sought and has been granted to use the U of A outline or other U of A course materials

Appendix 4 Guide to Using roadm_course_transfer_rules Query

Introduction: A public query is available in query manager [reporting tools, query] for users to view lists of transfer credit rules updated to campus solutions by individual external org id (e.g. 0000199 for Red Deer College) and by equivalency rule (e.g. ACAT). The name of this public query is “roadm_course_transfer_rules”. The following section provides details on how to search for transfer rules in CS using roadm_course_transfer_rules public query.

Step 1: Bring up roadm_course_transfer_rules public query. Search by query name and then select “run to html” or “run to excel”.

Step 2: Fill in the search parameters

- Fill in uofab for ‘academic institution’.
- Fill in the 7-digit code for ‘external org id’.
- Fill in the appropriate value for ‘equivalency rule’ (e.g. “ACAT” for colleges such as gmc, rdc, “other” for U of Calgary, U of Lethbridge, UBS etc).
- ‘Faculty’ is an optional prompt. Leave it blank if you don’t want to limit your search result by U of A equivalent course faculty ownership.
- ‘Comp subject area’ is an optional prompt. input a value from the following list if you want to see a shorter list by external subject ranges. for example: > ACAT a - b > ACAT c - d > ACAT e - f > ACAT g - h > ACAT i - l > ACAT m - n > ACAT o - p > ACAT q - z
- Replace “ACAT” with “other” e.g other a - b if the equivalency rule value is other. Leave it blank if you do not want to limit your search result by external subject ranges.

Step 3: Click view results if the ‘run to html’ option is used, the results appear within the same window session. Users have the option to download results in excel. If the ‘run to excel’ option is used, a file download dialogue box will appear.