



## UNDERGRADUATE TRANSFER CREDIT PROCEDURE

<b>Procedure Type:</b>	Academic	<b>Initially Approved:</b>	October 30, 1988
<b>Procedure Sponsor:</b>	Dean, Academic Programs	<b>Last Revised:</b>	January 19, 2022
<b>Administrative Responsibility:</b>	Registrar's Office	<b>Review Scheduled:</b>	January 2026
<b>Approver:</b>	General Faculties Council		

### A. INTENT

The intent of this procedure is to clarify the awarding of transfer credit. Alberta University of the Arts may award transfer credit for courses completed at other postsecondary institutions upon a student's successful admission to the University. The amount of transfer credit awarded is limited by the University's residency requirement as defined in Academic Regulations, Academic Calendar.

### B. SCOPE

This procedure is applicable to all Alberta University of the Arts undergraduate students who are eligible for transfer credit. For students with transfer credit from recognized Alberta post-secondary institutions, this procedure is in accordance with transfer credit decisions identified by the Alberta Council on Admissions and Transfer.

### C. PROCEDURES

AUArts will consider transfer credit for courses completed at post-secondary institutions to the extent that they are applicable to the AUArts degree programs, as determined by the Registrar's Office. Transfer credit is assessed and awarded by the Registrar's Office in accordance with the transfer decisions outlined in the Alberta Council on Admissions and Transfer. The following limits and conditions apply:

#### 1. Grades

- 1.1 Only those courses completed with a grade of "C" (60%) or better will be considered for transfer credit.
- 1.2 Credit courses graded with a Pass (P) grade will be assessed as a "C" grade for purposes of transfer assessment.

## **2. Residency Requirement**

2.1 In order to receive an undergraduate degree from the Alberta University of the Arts, students must complete at least 50% of the total number of credits required for their program, including their final 30 credits completed, in attendance at AUArts. For this reason, transfer applicants will normally receive a maximum of two years transfer credit for equivalent study at another institution.

## **3. Liberal Studies Courses**

3.1 Liberal studies courses completed at the university or university transfer level, as determined by the Registrar's or Admissions Office, will be considered for transfer credit.

## **4. Science Courses**

4.1 Courses in science beyond the introductory level and professionally related courses will only be considered for transfer credit if completed within ten years of the current academic year.

## **5. Studio Courses**

5.1 Studio courses are typically considered for transfer credit if completed within ten years of the current academic year. However, studio courses taken more than ten years prior to the current academic year may be considered for transfer credit upon portfolio assessment.

## **6. Advanced Placement/International Baccalaureate**

6.1 Students who present approved courses in Advanced Placement (AP) examinations will receive transfer credit for coursework completed with grades of "4" or higher in AP subjects. Official transcripts are required.

6.2 Students who present approved courses in International Baccalaureate (IB) examinations will receive transfer credit for coursework completed with grades of "5" or higher in IB subjects. Official transcripts are required.

## **7. Block Transfer**

7.1 Transfer credit from Block Transfer Agreements will be applied in accordance with the signed Memorandum of Understanding.

## **8. Evaluation**

8.1 Transfer credit evaluation will be considered for applicants to or students in an AUArts credit program. Prospective students can review the ACAT website for current transfer credit decisions.

8.2 Upon submission of official transcripts, transfer credit evaluations are completed for applicants who have completed coursework at another

recognized post-secondary institution where an articulation agreement exists.

8.3 For courses which have not been previously assessed, detailed course syllabi/outlines may be required.

8.4 Students must submit course syllabi/outlines by the end of the first term of attendance.

8.5 Some departments may require a portfolio as evidence of equivalent studio achievement.

## **9. Letter of Permission**

AUArts students wishing to complete coursework at another post-secondary institution for credit toward their AUArts degree apply to the Registrar's Office for a Letter of Permission prior to registration in the course(s). This process will determine if the chosen course(s) at the host institution will be accepted for credit at AUArts. Credit for courses completed on a Letter of Permission will not be awarded without an official transcript confirming the course's successful completion. The student is responsible for ensuring that an official final transcript is forwarded to the Registrar's Office. The conditions and limits established for determining transfer credit will apply to courses completed on a Letter of Permission.

## **10. Exchange and Study Abroad**

AUArts students wishing to complete coursework at another post-secondary institution through Exchange and Study Abroad must follow the Exchange and Study Abroad procedure.

**D. DEFINITIONS**

Transfer Credit: Credit completed at another recognized post-secondary institution and accepted for credit at AUArts.

**E. RELATED POLICIES/PROCEDURES**

- Degree Requirements Procedure
- Grading and Progression Procedure
- Registration Policy
- Registration Procedure
- Undergraduate Admission Requirements Procedure
- PLAR Procedure

**F. RELATED DOCUMENTS**

- Academic Calendar

**G. REVISION HISTORY**

<b>Date (mm/dd/yyyy)</b>	<b>Description of Change(s)</b>	<b>Sections</b>	<b>Person who Entered Revision (Position Title)</b>	<b>Person who Authorized Revision (Position Title)</b>
01/28/1992				
01/26/1993				
09/26/1995				
02/23/1999				
04/24/2003				
11/18/2020	Update to AUArts, references to Academic Calendar for fees, references to block transfer and exchange/ study abroad, align with ACAT	All	Assistant Registrar	Registrar
01/19/2022	Credit course transfers with a "P"	C (1.2)	Assistant Registrar	Registrar