

VISITING STUDENT APPLICATION PROCEDURES

All students who plan to take courses toward a Grant MacEwan University degree at another institution **MUST** receive prior approval from their program.

- To qualify for a Letter of Permission, you must:
 - be currently registered in a Faculty of Fine Arts and Communications program at MacEwan
 - be in Good Academic Standing at the time of application
 - ensure compliance with MacEwan University residency requirements
 - provide rationale for the request (see important notes, below)
- Ensure that the course(s) you want are available at the host institution in the term that you are applying to take them.
- Fill out Part A, Part B and the top of Part D in this application.
- Meet with an academic advisor to review your application. During this meeting, you and the advisor will sign Part C of the form.
- If your application is approved, a Letter of Permission (LOP) will be sent to your MacEwan University e-mail account. Please keep this document.
 - In addition to being emailed to your e-mail account, the LOP will be copied to the Program Chair (or designate).
 - If your LOP is for a University of Alberta course, the Office of the University Registrar will also mail a hard copy directly to the U of A.
- Submit the Letter of Permission to the host institution by their posted deadlines (check host institution calendar).

VISITING STUDENT RESPONSIBILITIES

- You must comply with the visiting student deadlines and policies of both MacEwan University and the host institution. Faculty of Fine Arts and Communications Visiting Student application deadlines:

Fall term	<i>August 1</i>	Spring term	<i>April 1</i>
Winter term	<i>December 1</i>	Summer term	<i>June 1</i>
- MacEwan University has no role in your application, admission, or registration at the host institution. It is your responsibility to complete these steps on your own through the host institution.
- For the credit to be transferred back to MacEwan University, you must achieve the minimum grade requirements as stipulated in the Letter of Permission and submit **two official transcripts** from the host institution to the Office of the University Registrar.
- If you do not take a course for which Visiting Student approval was granted, you must inform your program advisor in writing (via e-mail). If you begin but withdraw from or fail a course for which Visiting Student approval was granted, you must still submit **two official transcripts** from the host institution to the Office of the University Registrar **regardless of the final grade received**.
- You will be given approval for **only the course(s) and term** listed on the Letter of Permission. If you wish to take different course(s) and/or attend a different institution, you must submit a new Visiting Student application.

6. You must provide a course outline for courses not listed in the Alberta Transfer Guide. Check transfer guide listings on the web at www.transferalberta.ca. For institutions outside Canada, we also require information regarding:
 - number of hours of instruction (per week and total for course);
 - explanation of grading system used; and
 - level assigned to the course (e.g., junior level or advanced).
 - *Note: Course will not be approved until above information has been received and evaluated by the transfer unit.*
7. Check the *View my Transfer Credit Report* under *My Academics* in *myStudentSystem* to ensure that transfer credits are properly granted.

IMPORTANT NOTES

Visiting Student permission is intended to enhance a student's educational experience and may be granted for the following reasons:

- An opportunity to study abroad.
- An opportunity to take part in a distinctive educational program.
- When MacEwan University does not offer the course at all, or in the required term.
- If a student is close to meeting his/her graduation requirements and MacEwan University's offerings of course required for graduation are fully subscribed.
- There are extenuating circumstances – these must be addressed in consultation with an academic advisor.

MacEwan University Grading and Inter-Institutional Transferability Policies:

- Under Policy C2020, *Grading*, transfer credit grades are not included in any formal GPA calculations.
- Under Policy C2030, *Inter-Institutional Transferability*, transfer credit may be awarded with a minimum grade of D.
- Please remember that some courses offered within the Faculty of Fine Arts and Communications require a minimum grade of C- in prerequisite courses.
- Students must achieve the minimum grade specified as a program requirement for graduation.

Additional Information:

- **If you are close to convocation**, be sure to adhere to the document deadline by which final grades for all coursework being used to meet program requirements must be submitted to the Office of the University Registrar.
- **You must reapply to MacEwan University if you do not take any courses here over the course of more than twelve consecutive months, even if you take courses as a Visiting Student during that period.**
- Effective September 1, 2012, courses completed as a Visiting Student are considered a valid attempt of the MacEwan University course equivalent under Policy C1035, *Repeating Credit Courses*. If you receive a failing grade in a course as a Visiting Student, it will be counted as one of your two attempts at that course.
- The Visiting Student process is governed by Policy C2035, *External Course Taking*.
- Incomplete applications will not be considered.

D. TRANSFER CREDIT RECOMMENDATION *(This section to be completed by the student and an advisor.)*

Completed by student

Course at host institution:

(Provide course number and full course title as it appears in the Academic Calendar.)

When will the course be taken? From: _____ Until: _____

Completed by program chair or advisor as required

Please indicate course transferability into Faculty of Fine Arts and Communications program below:

Credit value _____ ACAT/GRIFFIN _____

- Direct equivalency _____ (e.g. MUSIC 103 ⇔ MUSIC 102 at MacEwan)
- Generic credit _____ with NTD _____ (e.g. COMM 205 ⇔ BCSC 1XX, NTD BCSC 103)
- Generic credit _____ (e.g. ARTS 275 ⇔ ARTE 2XX or ARTE 1XX, etc)
- Course does not transfer to MacEwan University _____

E. APPROVAL *(This section to be completed by the Program Chair or Advisor.)*

Faculty of Fine Arts and Communications Program Approval

- Student is granted permission to take the above noted course.

OR

- Student is denied permission to take the above noted course.

Chair or Designate – Signature

Date