

TRIFFO SCHOOL OF BUSINESS EXTERNAL COURSE TAKING (ECT) APPROVAL GUIDANCE

In alignment with the university's External Course Taking Policy, this guidance document establishes the criteria under which Triffo School of Business (TSB) students may be approved to register in courses at external institutions and receive transfer credit toward their business credential while enrolled at MacEwan University.

The following guidance may be supplemented with additional procedural steps and directive communications to students.

Statement

The Triffo School of Business (TSB) recognizes that in certain circumstances external course taking can support student skill development, timely progression, and educational flexibility without compromising academic standards. External Course Taking (ECT) Approval for a maximum of six credits may be given for eligible courses when students demonstrate a legitimate academic rationale and the proposed course aligns with the learning outcomes and requirements of their program.

ECT Approval is intended to provide flexibility while ensuring that students significantly complete their business education within the TSB and maintain a meaningful connection to the MacEwan University learning experience.

Guiding Principles

The school prioritizes:

- Student success and timely progression toward credential completion.
- The integrity and quality of its academic programs.
- Consistent achievement of program learning outcomes.
- Student mobility and flexibility where appropriate.
- Fair and equitable application of academic standards.
- Maintaining a substantial residency requirement within the Triffo School of Business.

ECT Approval may be given when an external course supports a student's academic progression and can be demonstrated to provide learning outcomes substantially equivalent to those required by the student's program.

Circumstances Eligible for Consideration

An ECT Approval may be considered when one or more of the following conditions apply:

- **Required Course Unavailable.** A required course is unavailable or inaccessible within a timeframe that supports timely progression or graduation.

- **Program Completion and Progression.** Approval would significantly help a student maintain progress toward program completion or avoid unnecessary delays in meeting graduation requirements.
- **Course Scheduling Conflicts.** A required MacEwan University course is scheduled in conflict with another required MacEwan University course, and the conflict cannot be reasonably resolved through course enrolment at MacEwan University.
- **Temporary Relocation.** The student is unable to participate in either face-to-face or online courses due to employment, family, military, or other significant commitments.
- **Academic Opportunity.** A post-secondary institution offers a course that fulfills a program requirement at a 100, 200, or 300 course level that provides a unique learning opportunity not readily available through MacEwan University.

Circumstances Normally Not Approved

Requests will normally be denied:

- For attempts to circumvent program, prerequisite, or progression requirements.
- For expectation of easier grading or lower academic requirements.
- For dissatisfaction with a MacEwan University course, instructor, or timetable.
- When a course is regularly scheduled at MacEwan University and the course has available seats within the Academic Year.
- If there is an outstanding Letter of Permission and the transfer credit for the outstanding Letter of Permission has not yet been posted to your student record.

Approval Requirements

TSB approval must be obtained before registering in the course at another institution. Approval will not normally be granted retroactively for courses in progress or completed unless there is a significant extenuating circumstance.

Requests will normally be approved, to a maximum of six credits, when:

- The student is in Good Academic Standing.
- The student has completed a minimum of 30 credits towards their business program at MacEwan University.
- The proposed course has an established transfer equivalency or can be demonstrated to satisfy the required learning outcomes for a MacEwan University course.
- The proposed course will satisfy an applicable program requirement.
- The course is at the 100, 200, or 300-level course, and is not a stand-alone work experience course such as a Field Placement.
- The student is still able to satisfy all MacEwan University residency and graduation requirements.

Student Responsibilities

Students requesting an ECT Approval must:

- Submit a formal application prior to registration to a Business Academic Advisor. The Business Academic Advisor will forward the application to the appropriate Associate Dean.
- Provide course outlines and any additional materials requested for equivalency review.
- Describe how the proposed course supports their academic progression or educational objectives.
- Ensure that all prerequisites and institutional requirements are satisfied at the host institution.
- Arrange for an official transcript bearing the host university' seal to be sent directly MacEwan University upon course completion.

Approval Process

- Students review their Academic Program Progress Report (APPR) to confirm they meet the approval requirements.
- In accordance with published dates and deadlines, students submit an application form to Business Academic Advising,
- Business Academic Advising reviews the application for completeness and student eligibility, provides guidance to the student as appropriate, and forwards the application to the delegated approver.

Approval Authority

ECT Approval is at the discretion of the TSB. Approval is delegated to the appropriate Associate Dean or designate who may choose to consult with a department chair or faculty member. Faculty members are not authorized to make ECT Approval decisions. Approval decisions will consider the student's academic record, program requirements, course equivalency, residency requirements, and the school's responsibility to maintain academic standards while supporting student success and flexibility.