

## **1.0 POLICY**

Students in Grant MacEwan University degree and diploma programs may take courses at other recognized universities for the awarding of transfer credit, provided the Faculty/School program in which they are currently registered approves the external course taking. The approval process is subject to individual Faculty/School regulations and is granted in form of a Letter of Permission (provided by the Office of the University Registrar).

## **2.0 RATIONALE AND GUIDING PRINCIPLES**

- 2.1 Exposure to diverse academic experience and breadth in curriculum enhances both the student experience and the academy.
- 2.2 The University must manage the taking of courses from other institutions by its students in order to support academic advising to students, to preserve the academic integrity of its credentials and programs, and to maintain the consistency of assessment.

## **3.0 SCOPE AND DEFINITIONS**

- 3.1 This policy applies once a student is admitted to a MacEwan University program and for the duration of the student's program enrolment at the University and does not apply to coursework started prior to admission.
- 3.2 Visiting Students are students from one post-secondary institution attending a different post-secondary institution under terms and conditions outlined in a Letter of Permission.

## **4.0 REGULATIONS**

- 4.1 Roles and Responsibilities
  - 4.1.1 The Provost and Vice President Academic is responsible for this policy.
  - 4.1.2 Faculties and Schools are responsible for the development of processes, regulations, criteria and guidelines in which students may receive approval to register in and be awarded transfer credit for external courses and for approving an application for a Letter of Permission.

- 4.1.3 The Office of the University Registrar is responsible for providing a Letter of Permission as authorized by the student's program and to award transfer credit for students approved to take and receive credit for external courses.
- 4.1.4 Students who desire transfer credit for external courses are responsible to apply for and obtain a Letter of Permission prior to registering in such courses and/or attending another institution as a Visiting Student. Students are responsible for providing appropriate documentation for evaluation of their application for a Letter of Permission (including course outlines and any additional ancillary materials) to the Faculty/School authority responsible for receiving such applications. Students are also responsible for any necessary conditions and deadlines related to their application, admission, and registration at the host institution.
- 4.2 Credit courses taken by MacEwan University program students at other post-secondary institutions will not be recognized at the University, except in the following circumstances:
  - 4.2.1 MacEwan University students may take courses at other post-secondary institutions only under the regulations of this policy, under the regulations of policy C2040 (Study Abroad), or as part of an established collaborative program or formal program brokerage.
  - 4.2.2 Procedures for taking external courses in a collaborative program or formal program brokerage are outlined in the agreements that govern such programs.
  - 4.2.3 When the Office of the University Registrar becomes aware that non-approved external course taking has occurred, the office will inform the student that transfer credit for the unauthorized course taking at another institution will not be awarded without the permission of the student's program and the student will be directed to their program regarding regulations and procedures related to external course taking.
- 4.3 Approvals and Letters of Permission
  - 4.3.1 Each Faculty/School shall develop and publish criteria and guidelines for approving applications for a Letter of Permission.
  - 4.3.2 When an application for a Letter of Permission is approved by the student's Faculty/School, the application will be sent to the Office of the University Registrar in order to enable the provision of the

Letter of Permission and the awarding of transfer credit upon receipt of transcripts from the institution which the student has visited.

- 4.3.3 The Letter of Permission must:
  - 4.3.3.1 Identify the institution the student is permitted to attend and the term of attendance.
  - 4.3.3.2 Identify the student and indicate the Student's Academic Standing at the time the Letter of Permission is issued.
  - 4.3.3.3 List the course or courses which the student is authorized to take at the other institution and the corresponding University courses for which credit will be granted upon successful completion of the course(s).
  - 4.3.3.4 State that the student, by presenting the Letter of Permission to the Registrar of the institution being visited, authorizes that Registrar to issue to the Office of the University Registrar at MacEwan University the student's official transcripts for the course or courses taken.
- 4.3.4 The student is ultimately responsible for ensuring that transcripts for all approved external course takings are delivered to the Office of the University Registrar at MacEwan University. If the approved external course taking did not occur, the student must inform the Office of the University Registrar in writing.
- 4.3.5 The student may request, and the Faculty/School may agree, to amend the Letter of Permission to reflect changes. The Office of the University Registrar will be notified, in writing, of any such amendments.
- 4.3.6 Should an application for a Letter of Permission be denied, the Faculty/School responsible for denying the request shall notify both the student and the Office of the University Registrar in writing.
- 4.3.7 The Office of the University Registrar will inform the student and the program when transfer credit for external courses taken under a Letter of Permission has been awarded.

- 4.4 Decisions related to the approval or non-approval of an application for a Letter of Permission or related to denial of transfer credit for non-approved external course taking may be appealed under policy E3103 (Student Appeals).

**FACT SHEET**

**DATES:**

Approval 2012.04.24  
Review 2017.04

**SOURCE:**

2012.04.24 Revisions recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-20-04-24-2012.

2014.10.28 Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.

2014.12.22 Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.

**RELATED POLICIES:**

C1035 Repeating Credit Courses and MacEwan University  
C2030 Inter-Institutional Transferability  
C2040 Study Abroad  
E3103 Student Appeals

**IMPLEMENTATION DATE:** September 1, 2012