

Transfer Credit Procedure

This document is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Sponsor:	Student Services
Procedure Owner:	Dean, Student Success and Registrar
Procedure Administrator:	Registrar
Approved by:	President's Advisory Team
Approval Date:	February 12, 2025
Effective Date:	February 12, 2025

Objective:	Northern Lakes College ("College") may grant transfer credit for students who have acquired equivalent coursework at another accredited post-secondary institution. Students must make a formal request to have their previous education evaluated for any transfer credit potential. Transfer credit practices must be consistent and reflect appropriate academic standards. The purpose of this procedure is to define the roles and responsibilities of the student, departments and the Office of the Registrar.
Procedure:	<p>Student Request for Transfer Credit</p> <ol style="list-style-type: none"> 1. Prior to applying for transfer credit, students should review the list of current and previous transfer agreements available on the Transfer Alberta website. <ol style="list-style-type: none"> A. Applications for courses not listed on this website are required to include course outlines for review. 2. To request Transfer Credit (TC), students submit a completed Recognition of Prior Learning (RPL) – NLC-RO229 form to the Registrar's Office. <ol style="list-style-type: none"> A. Current term course TC must be submitted by the add/drop date. 3. Prior to application review, all admission requirements, applicable deposits and acceptance into program of choice is required. <ol style="list-style-type: none"> A. The College reserves the right to charge a per course application fee for transfer credit. 4. It is the students' responsibility to ensure that an official transcript and supporting documentation (e.g. course outlines) are submitted to the Office of the Registrar no later than two weeks prior to the term start. 5. The average processing time for transfer requests is 4-6 weeks. 6. It is recommended that the applicants enroll and actively attend requested transfer credit course(s) if the transfer decision is not made prior to term start.

- A. For students who have applied for TC by the add/drop date: if approved, the enrolled course will be dropped without financial penalty.

7. Incomplete applications will not be reviewed.

Method of Assessment

1. For transfer credit to be awarded, an external course must have a content match minimum of 80% as identified through comparison of learning outcomes in course outlines.
 - A. Transfer credits identified through Transfer Alberta have already undergone this process.
2. External coursework is subject to expiry limits known as “shelf life,” which vary by course and/or program.
 - A. Transfer credit will not be awarded if a course is determined to be too old.
 - B. Unless otherwise stated, courses expire in 10 years.
 - C. Program areas determine the course content match based on the shelf life and may have an expiry date shorter than 10 years.
3. The College has an established residency requirement which varies by program. Transfer credit cannot exceed residency requirements.
4. Transfer credit will only be granted to students who obtained a minimum grade of C- (or above 60% on a percentage grade conversion scale) in their external course.
 - A. The College may require a higher minimum grade when the pass grade for our course is higher.
5. The College reserves the right to decline transfer credit for courses unsuccessfully attempted at Northern Lakes College.
6. **Except in unique circumstances**, applications for International transcripts will not be considered.
7. In extenuating or unique circumstances, the Registrar will determine if transfer credit may be granted.

Evaluation of Transfer Credit

1. The Office of the Registrar reviews and processes transfer credit requests, taking into consideration existing transfer agreements with other institutions and historical precedent for approving transfer credit for specific external courses.
2. In the event that an external course outline must be reviewed for 80% overlap in learning outcomes, the Office of the Registrar forwards the request to the program chair or designate for evaluation. The program area reviews the course outline and student transcript.

3. The final results of the transfer credit review are under the authority of the Office of the Registrar and will be posted to the official transcript.
4. A mark of "TC" is assigned by the Office of the Registrar when transfer credit has been granted for a course successfully completed at another post-secondary institution. A mark of "TC" is not calculated within the grade point average (GPA).
5. Advanced Placement (ADP) may be considered by the Registrar's Office. A mark of "ADP" is assigned and will appear on the transcript as ADP. While recognized by the College, other institutions may not recognize ADP. It is not calculated within the grade point average (GPA).

Letter of Permission

1. Students who plan to complete courses outside of NLC and want to transfer those credits back to the College must request a Letter of Permission (LOP) three weeks before starting class(es) at the other institution.
2. Students request LOP's from the program designate. Prior to submitting the request for an LOP, the program designate will check that the course(s) meet requirements for the program in which they are enrolled. The designate then sends the request to the Registrar's Office.
 - A. Requests for LOP must include:
 - i. Visiting Institution's - course abbreviation and number, course name, number of credits, completion date
 - ii. NLC's – course abbreviation and number, course name, number of credits
3. An LOP may be granted to students if they:
 - A. Are in good academic standing
 - B. Are not in arrears
 - C. Have met all progression and admission requirements
 - D. Comply with residency requirements
 - E. Have not exceeded the course maximum attempts
4. Coursework completed on an LOP is considered to be TC, and is subject to all policies and practices related to TC.
5. The approved LOP is sent to the student who must forward the letter to the other institution.
6. Seven days after the completion date, students are required to have an official transcript sent to NLC.

Transfer Credit Decision

The Office of the Registrar will communicate the transfer credit decision to the student and program area by email.

	<p>Transfer Credit Appeals</p> <ol style="list-style-type: none"> 1. Students have the right to appeal. Appeals are submitted in writing to StudentAppeals@northernlakescollege.ca within seven calendar days of the transfer credit email notification, and must include evidence of why the original decision should be reconsidered. 2. An alternate program designate will review the student application and appeal. 3. The Office of the Registrar will communicate the decision to the student by email, in five business days. Appeal decisions are final.
<p>Definitions:</p>	<p>Admission is the decision of the College to accept an applicant based on the process of applying to and providing the necessary documentation for consideration for entry to a program or course of studies.</p> <p>Admission requirements are set of criteria stipulating education, training, or experience needed for eligibility to enter an educational program or occupation. May include minimum marks, levels of achievement, exam scores, and/or documentation such as criminal records check and immunization records. Also known as entrance requirements.</p> <p>Advanced Placement (ADP) is awarded for equivalent work and/or experience accepted in lieu of a required Northern Lakes College course. Advanced placement or exemption from a required course is not calculated within the grade point average (GPA). The student must continue to meet the total required credits for program completion.</p> <p>Course outlines are detailed and in-depth outlines of the objectives and learning outcomes of a course. This is normally provided to a student at the beginning of a course by the instructor.</p> <p>Grade Point Average (GPA) is a measure of a student's weighted average obtained by dividing the total number of grade points earned by the total units of course weight attempted in a defined time frame.</p> <p>Residency Requirements, unless otherwise specified, a student must complete a minimum of 25% of course credits with Northern Lakes College in order to meet program requirements.</p> <p>Shelf life is the timeframe imposed for granting credit to ensure that up to-date curriculum has been studied, i.e. a nursing course may not be granted transfer of credit if it was taken more than five (5) years ago.</p> <p>Transfer Agreement is an agreement between two post-secondary institutions (a sending and receiving institution) that specifies how the sending institution's course or program will be accepted for transfer (credit) at the receiving institution. Transfer agreements in Alberta can be searched through Transfer Alberta.</p>

	<i>Transfer Credits (TC)</i> are granted for completed similar credit course work at another accredited post-secondary institution
Related Northern Lakes College Documents:	Academic – Academic Policy Student Services – Student Services Policy Academic – Academic Standards – GRADES Regulation NLC-RO227 Letter of Permission – Request Form NLC-RO229 Recognition of Prior Learning (RPL) Form
Related External Information:	Alberta Advanced Education and Technology (2008). PLAR in Alberta: An Action Plan Advanced Standing & Prior Learning Assessment and Recognition (PLAR) (2009). Durham College Academic procedure used with permission Roles & Mandates Policy Framework for Alberta’s Adult Learning System (March 2019)
Stakeholders Consulted:	Academic Council: Feb 6, 2012; Feb 4, 2025 Deans’ Council: Apr 2, 2012; Jan 23, 2025 President’s Advisory Team: Feb. 12, 2025
Next Review Date:	February 11, 2030
Revision History:	December 16, 2011: New January 9, 2013 February 26, 2020: New template February 12, 2025: Update to process and limited to transfer credit