

<b>SECTION:</b> Student Procedures	
<b>TOPIC:</b> Transfer Credit	
<b>EFFECTIVE DATE:</b> October 30, 1988	<b>REPLACES:</b>
<b>RECONFIRMED DATE:</b> June 1990	
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<b>Original signed by President + CEO</b>	

Alberta College of Art & Design may award transfer credit for courses completed at other post-secondary institutions upon a student's successful admission to the College. The amount of transfer credit awarded is limited by the College's Residency Policy which states that at least 50% of a student's program must be completed at the Alberta College of Art & Design.

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

1. Only those courses completed with a grade of "C" or better will be considered for transfer credit.
2. Only those 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.
3. 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. Studio art courses taken more than ten years prior to the current academic year may be considered for transfer credit upon portfolio assessment. Special requests outside these time constraints may be directed to the appropriate Department Chair.
4. Transfer credits will only be awarded upon receipt of the applicable transfer credit evaluation fee in effect at the time of evaluation.
5. 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. Students who present approved International Baccalaureate (IB) courses will receive transfer credit for coursework completed with grades of “5” or above in Higher Level IB subjects. Official transcripts are required.

Transfer credit evaluations are automatically completed for all applicants who have completed coursework at another post-secondary upon submission of official transcripts. Detailed course descriptions may be required. Some departments may require a portfolio as evidence of equivalent studio achievement. Evaluations will not be completed for individuals who are not current or former ACAD students until an application for admission to an ACAD program has been submitted and the appropriate evaluation fees are received.

#### LETTER OF PERMISSION

ACAD students wishing to complete coursework at another post-secondary institution for credit toward their ACAD degree should 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 ACAD. 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.