



# Policy on Credit for Previous Education - Policy: A07

Revised/Reviewed: July 1, 2024

## I. Purpose

To outline the policy and process for the granting of credit for previous education gained at institutions other than Assiniboine College.

## II. Policy

The College recognizes that students may have taken courses at other accredited educational institutions that are the same, or similar to, courses offered at the College, and that credit may be granted for these courses.

## III. Procedure for Students Requesting Credit

1. Inquiries regarding credit for previous education should be directed to the Registrar's Office at the College. Individuals must have applied and been accepted to a program a before applying for credit for previous education.
2. Subject to School approval, credit will be granted for equivalent courses completed at accredited universities, and technical institutes. Assessments are completed on an individual basis, unless these is an existing Articulation Agreement in place with the school that the student wishes to transfer credit from.
3. In order to be accepted for credit at the College, the grade of the course must meet the minimum requirements of the program into which the credit is to be transferred and be no lower than a C or equivalent.
4. All credit requests must be submitted in writing, (using the form available at [assiniboine.net/forms](https://assiniboine.net/forms)), to the Registrar's Office as soon after acceptance as possible, along with official transcripts and copies of course descriptions and/or course outlines. Students electing to receive credit for previous education may be assessed a fee in accordance with the College's Program Calendar. The assessment may take four to six weeks, therefore applications should be completed and returned as soon as possible. The date the transfer credit request is received from the student to the Registrar's Office is the effective date applied in accordance with Policy A20: Refunds, Registration, Adding and Dropping of Courses.

5. The Registrar's Office coordinates all requests for transfer credit using the attached form. The school dean/director/designate makes all decisions approving or disallowing credit. Normally, credit is not granted for course work completed more than five years prior to the date on which credit is requested. However, under some circumstances, a dean/director/designate may choose to approve credit that has been completed more than five years prior to the date on which credit is requested.
6. Except in the case of advanced certificates and advanced diplomas, credit is not granted for more than one-half of an Assiniboine College program of studies in the absence of specific articulation agreements. Credit is not granted for more than three-quarters of an Assiniboine College program of studies through a combination of credit granted for previous education at other institutions and for credit granted for prior learning assessment. (See Policy A6.) Students may receive unallocated credit for a maximum of 10 per cent of the total credits in a program, subject to approval by the dean/director/designate.
7. In the case of advanced certificates and advanced diplomas, no credit is granted from a credential (e.g. diploma, baccalaureate degree) used as an entrance prerequisite for that advanced diploma or advanced certificate program.
8. Once the result of the credit for previous education assessment is determined, the Registrar's Office will notify the student in writing of the result.
9. Courses for which credit has been granted appear on the student's transcript showing external credit (CR) and are not used in determining grade point averages.

#### **IV. Procedure for Students Requesting Credit from Institutions Attended Outside of Canada**

For students seeking recognition of education obtained at a college or university outside of Canada, the process to obtain the necessary documentation of those credits is as follows:

1. The student must obtain and provide to the college's Registrar's Office a comprehensive report about their education from a recognized educational credential assessment provider. Examples of recognized educational credential assessment providers are available on the Government of Canada's website (Immigration, Refugees and Citizenship Canada) and may include, for example, World Education Service (WES) Comprehensive Course-by-Course Report and the International Qualifications Assessment Service (IQAS).
2. The student must obtain and provide to the Registrar's Office their office transcript and course outlines (also called a "syllabus") for each of the courses that they wish to request transfer credit from. If the course outline is not written in English, it must be translated into English using a recognized translation service.
3. Complete the "Request for Transfer of Credit" form and send this completed form, comprehensive report from the recognized credential recognition service, transcript and course outlines (with official translations, if required) to the Registrar's Office.

The remainder of the credit review and approval process follows from Section III above.

## V. Policy Authority

The Vice-President Academic is responsible for this policy.  
Questions regarding interpretation of this policy should be directed to:

**Registrar**

Assiniboine College  
1430 Victoria Avenue East  
Brandon, Manitoba, Canada R7A 2A9  
registrar@assiniboine.net

## VI. Policy History

Policy Change Date	Details
July 1, 2024	Reviewed/Revised

## VII. Related Policies

Student Academic Standing and Progression (A08-5)  
Prior Learning Assessment and Recognition (A06)  
Evaluation of Student Learning (A08-3)  
Graduation (A08-6)  
Credentials Awarded by Assiniboine College (A09)  
Application and Admission to College Programs (A17)  
Refunds, Registration, Adding and Dropping of Courses (A20)  
Course Auditing (A21)  
Handling of Student Information and Student Records (A22)

June 17/24

Date



President