

 ASSINIBOINE COMMUNITY COLLEGE	# Pages	Number Also refer to policy F30 for fee schedule
	1 of 2	A7
Policies and Procedures	Originator Vice-President, Academic	
Title Credit for Previous Education	Effective Date July 1, 2013	Replaces A7 - update only

Purpose:

To outline a policy for the granting of credit for previous education gained at institutions other than Assiniboine Community College (ACC).

Policy:

ACC recognizes that students may have taken courses at other accredited educational institutions that are the same, or similar to, courses offered at ACC, and that credit should be granted for these courses. This also includes courses taken at ACC through the Centre of Continuing Studies.

Procedure:

1. Inquiries regarding credit for previous education should be directed to the Admissions & Registration department. Individuals must have applied to a program and met all program entrance requirements before applying for credit for previous education.
2. Subject to school approval, credit will be granted for equivalent courses completed at recognized colleges, universities and technical institutes. Assessments are completed on an individual basis.
3. In order to be accepted for credit at ACC, 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 attachment), to the Admissions & Registration department 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 will be assessed a fee in accordance with the annual fee schedule.
5. The Admissions & Registration department coordinates all requests for 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 ACC program of studies in the absence of specific articulation agreements. Credit is not granted for more than three-quarters of an ACC 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 are able to 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 Admissions & Registration department 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.

Date

President



Admissions & Registration
 1430 Victoria Ave E
 Brandon MB R7A 2A9

APPLICATION FOR CREDIT FOR PREVIOUS EDUCATION

Student Name: Student Number:

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 Program:

APPLICANT: Complete & submit to Admissions & Registration as soon as possible after acceptance to a program.				Office Use Only: (to be completed by school dean/director/designate)			
Name of Educational Institution	Course Number	Course Name	# of Credits	Course Number	Course Name	# of Credits	All cases* (Y/N)
Thompson River University	BUSM 173	Organization Behaviour	3	PSSY-0004	Organizational Behaviour	3	Yes

I have attached official transcripts and course descriptions and/or course outlines in support of my request for credit. Incomplete form(s) will be returned to applicant.

Applicant signature: Date:

School authorization: signature printed name Date:

Registrar's office: signature printed name Date:

* If the credit for the ACC course will always be approved from the institution and external course shown, answer "Yes"; otherwise answer "No".

Submitting an Application for Credit for Previous Education

Assiniboine Community College (ACC) recognizes that students may have taken courses at other accredited educational institutions that are the same, or similar to, courses offered at ACC, and that credit should be granted for these courses. This also includes courses taken at ACC through the Centre of Continuing Studies. The guidelines for obtaining credit for previous education are as follows;

Guidelines:

1. Inquiries regarding credit for previous education should be directed to the Admissions & Registration department. Individuals must have applied to a program and met all program entrance requirements before applying for credit for previous education.
2. Subject to school approval, credit will be granted for equivalent courses completed at recognized colleges, universities and technical institutes. Assessments are completed on an individual basis.
3. In order to be accepted for credit at ACC, 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 this form), to the Admissions & Registration department 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 will be assessed a fee in accordance with the annual fee schedule.
5. The Admissions & Registration department coordinates all requests for credit, using the attached form. The school dean, director or 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 or 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 ACC program of studies in the absence of specific articulation agreements. Credit is not granted for more than three-quarters of an ACC 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 are able to 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 Admissions & Registration department will notify the student in writing of the result. The assessment may take four to six weeks therefore we recommend you complete and return the application for credit as soon as possible.
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.

Sincerely
Admissions Office