

GUIDELINES IN REFERENCE TO REQUESTS FOR TRANSFER CREDITS OR CREDITS IN ADVANCED STANDING



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These guidelines are based upon collective wisdom and departmental precedent and are intended as a resource in the advisement process. This resource has been prepared by the Curriculum Standing Committee (CSC) solely to acquaint advisors and their students with current practices and some important departmental policies. These guidelines are not intended to supplant the professional and pedagogical opinions of academic advisors. Program plans are compiled as part of the advisement process, and the optimal use of transfer credits is something that advisors explore together with their advisees. All program plans and requests for transfer credit that come before the CSC are understood to be the product of a dialogue between student and advisor in which the student has had the benefit of the best possible pedagogical guidance. All signed program plans, requests for waivers of program requirements, requests for changes in program plans, and requests for transfer of credit forwarded to the CSC are understood to have met the standards of the student's academic advisor and that said advisor recommends that the CSC act favorably on the student's requests. In the event that advisor and advisee are in disagreement regarding the advisee's program of study, the student is entitled to the opinion of the CSC. In such circumstances, the CSC requests that both advisor and advisee provide separate statements describing their disagreement and the rationale they wish the CSC to consider in support of their position.

1. Operational definitions:

- 1.1.* Credits to be transferred into an EAPS degree program that have been earned towards an awarded degree must be transferred into the program using the departmental form entitled 'Advanced Standing' – form 7.4, dated 6/97.
- 1.2.* Credits to be transferred into an EAPS degree program that have not been earned towards an awarded degree must be transferred into the program using the departmental form entitled 'Request for transfer of credit to a graduate program' – form 7.5, undated.
- 1.3.* In the case of students that have both transfer and advance standing credits to be applied to the program plan the student is requested to fill out separate forms.

2. Transfer and advanced standing credit limits

- 2.1.* The M.S. program allows for a maximum of 12 credits to be transferred with no more than 10 credits in advanced standing.
- 2.2.* The C.A.S. program allows for a maximum of 30 credits to be accepted with transfer or advanced standing credit.
- 2.3.* The Ph.D. program allows for a maximum of 39 credits to be accepted with transfer or advanced standing credit.

3. Criteria for acceptance of transfer credit

3.1. General guidelines

- 3.1.1. No transfer credit can be awarded for courses in which the student has not earned a grade of B or greater.
- 3.1.2. Departmental policy (as presented in the Student Guides for department graduate programs) is to attempt to ensure parallelism between courses transferred and course offerings in the department.
- 3.1.3. In order to be considered for transfer credit, supporting documentation as described under 3.1.7 must be provided for each course.
- 3.1.4. Departmental core requirements cannot normally be satisfied with transfer credits. If an unusual circumstance arises in which the academic advisor recommends such a transfer, the student's program plan and request for transfer of credit should be accompanied by a request for the waiver of the program requirement(s) in question.
- 3.1.5. Credits earned in internships, workshops, practica, and clinical experiences cannot normally be transferred into a student's EAPS program plan.
- 3.1.6. The EAPS program is understood to be distinctive in its combination of concentration and support discipline courses especially. Therefore, advisors are requested to review requests for transfer or advance standing credit in terms of their impact on the character of the resultant program plan. In this review, the advisor should consider whether the coursework the student proposes to complete at our institution sufficiently reflects our program.
- 3.1.7. Students are required to provide their academic advisors and the CSC with transcripts, titles, and catalogue descriptions for all courses presented for consideration. In cases in which course titles and catalog descriptions contain insufficient detail to assess their scope or content, the academic advisor or the CSC may request that a course syllabus and/or other documentation be submitted as well.
- 3.1.8. Courses that do not closely correspond to EAPS courses may be considered for transfer credit only if supporting rationales and documentation are provided. The documentation must satisfy the student's faculty advisor and the CSC in terms of providing sufficient justification for acceptance of the course as part of their program plan in EAPS.

3.2. Currency of earned credit

- 3.2.1. All requests for transfer of credit must be justified and documented as described under point 3.1.7 – however, in the case of courses that were completed by the student more than 10 years prior to admission to the EAPS program (for doctoral degree program plans) or 6 years prior (for the cases of C.A.S. and Master's degree program plans) – further justification and documentation must be provided.
- 3.2.2. No credits earned in excess of 19 years before admission to an EAPS program can normally be considered for such credit.
- 3.2.3. In the case of courses completed from 10 (6 in case of C.A.S. and Master's) to 19 years prior to admission, in addition to the documentation described under point 3.1.7, the student must provide, for each course, evidence of having maintained currency in the subject matter covered in the course that satisfies both their faculty advisor and the CSC.
- 3.2.4. Although each request for transfer of credits completed from 10 (6 in case of C.A.S. and Master's) to 19 prior to admission is considered separately by the CSC, successful requests have included evidence that:

- 3.2.4.1. The student has recently taught the subject matter in question at the post-secondary level.
 - 3.2.4.2. The student is currently engaged in a profession in which primary responsibilities presuppose mastery of the subject matter.
 - 3.2.4.3. The student has recently attended non-credit workshops, courses or seminars that address the subject matter.
 - 3.2.4.4. The student has recently published or made presentations in the subject matter.
- 3.2.5. All evidence of currency must first satisfy the student's faculty advisor, who then signs the student's request forms and forwards them to the CSC. In the event that there is disagreement between advisor and advisee, the CSC requests that both advisor and advisee provide separate statements describing their disagreement and the rationale they wish the CSC to consider in support of their position.