

Nunavut Arctic College Transfer of Credit

POLICY

Nunavut Arctic College will accept credits from other accredited post-secondary educational institutions.

PRINCIPLES

1. Nunavut Arctic College recognizes that learning experiences from other accredited post-secondary educational institutions should be formally acknowledged for credit.
2. Nunavut Arctic College recognizes the importance of continuing cooperation and articulation between the College and other post-secondary institutions.
3. Adult learners are a mobile population and inter-college and inter-university articulation should reflect this characteristic.

PROCEDURE

1. A student must complete the Application for Transfer Credit form [Appendix C.16] and submit it with accompanying documents (official transcripts, course outlines, and evaluation documentation) to the Registrar for evaluation at the time of application to a Program.
2. The student is responsible for ensuring that the following information is sent to the Registrar for evaluation.
3. The application for Transfer Credit will be reviewed by the Registrar in consultation with the appropriate program staff. When determining transfer credits, 80% of course content must be deemed to be equivalent, with a minimum grade of 60% achieved. The course must have been completed within the past 5 years.
4. Credit(s) earned through Transfer Credit will appear on a student's transcript with the designation TC.
5. The maximum amount of credit which may be awarded from outside Nunavut Arctic College is forty percent (40%) of the total credits necessary for graduation.
6. An evaluation fee will be charged for each Transfer Credit evaluation, payable in full prior to the evaluation.
7. A student wishing to take a credit course from another college/university for credit with Nunavut Arctic College, shall obtain written approval from the Registrar prior to the start of the class. This will ensure that the course will be eligible for transfer credit.

C.16 Transfer Credit

Academic Matters

Nunavut Arctic College

8. A late applicant who is admitted to a program, and has applied for a transfer credit will be required to register and attend classes in the course for which s/he has applied for transfer credit until such time as the transfer credit may be granted in order to ensure that s/he will have full course credits
9. The Registrar's decision will be final.
10. Exceptions must be approved by the President.

C.16 Transfer Credit
 Academic Matters
 Nunavut Arctic College



Application for Transfer Credit

Student Name	Student ID #:
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Program of Study:

- * **Step 1** For each course you want Transfer Credit, write Course number and Course Description in space provided below.
- * **Step 2** Attach to this application form, an Official Transcript of Marks and a course outline for each course.
- * **Step 3** Submit this form and attachments to the Registrar's Office.

Course Number	Description	Arctic College Use Only		
		Approved Course Number	Grade %	Transfer Credit NOT awarded

Student Signature x	Date:
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College Policy C.01 "Transfer Credit" is used to determine transfer of credit eligibility. All decisions are final. Please refer to Policy C.01 in the Nunavut Arctic College Policy and Procedures Manual.

Department Representative:	Date:
Campus Director:	Date:
Registrar:	Date:

SRSTC.00