



299 COLLEGE DR SE
 MEDICINE HAT, AB T1A 3Y6

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Transfer Credit Evaluation Request

STUDENT ID #

STUDENT INFORMATION

LAST NAME

FIRST NAME

MIDDLE INITIAL

MHC PROGRAM:

SENDING INSTITUTION

DATE OF REQUEST

Official transcripts must be on file.

SENDING INSTITUTION COURSES

PROPOSED MHC EQUIVALENTS

COMMENTS (IF ANY)

 Student Signature

 Date

The personal information requested on this form is collected under the authority of the Post-secondary Learning Act and Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. The information collected will only be used for the purposes of delivery and administration of educational training and services. Questions concerning the collection, use or disposal of this information should be directed to the FOIP Coordinator, Medicine Hat College, 299 College Drive SE, Medicine Hat, AB, T1A3Y6 or foip@mhc.ab.ca.

Transfer Credit Definition

Transfer credit may be granted for courses completed at recognized, fully accredited universities, colleges, and technical institutes. Credit may also be assessed for advanced placement or international baccalaureate courses.

Transfer Credit Instructions

1. Complete the Transfer Credit Evaluation Request Form.
2. Ensure the transfer course meets all program and requisite requirements and does not violate any restrictions applicable to your program (see your Program Coordinator or the Medicine Hat College Calendar for information).
3. Submit form to the Registrar's Office and retain a copy for your records. Official transcripts must either be on file or accompany your request.
4. The Registrar's Office will review your request and initiate the transfer credit evaluation process.
5. Students are responsible for submitting supporting documentation, such as course outlines and/or other documents, as requested by the Registrar's Office.
6. Approved transfer courses will be reflected on the student's Degree Progress Audit. Students whose applications are denied will be notified by email.

Transfer Credit Regulations

1. Transfer credit will be recorded with a grade of TR on the Medicine Hat College transcript. Transfer credit will not be included in the calculation of the grade point average.
2. Prerequisite courses will not automatically receive transfer credit.
3. Decisions with respect to the awarding of transfer credit are not subject to appeal.
4. The authority to grant transfer credit lies with the post-secondary institution awarding the credential. Medicine Hat College offers no assurance that a receiving institution will offer similar recognition of the awarded transfer credit. Thus, upon transferring to another institution, the student may be required to take the course for which Medicine Hat College awarded transfer credit.
5. Transfer credit does not count toward full time status.
6. The deadline to apply to transfer credit for a given term will be outlined in the Academic Schedule published in the Academic Calendar.
7. Students who enroll in a course for which the transfer credit evaluation is pending are responsible for withdrawal from duplicate courses and are subject to all college refund and withdrawal policies in the event transfer credit is granted.
8. The minimum required grade must be attained in a course for transfer credit to be awarded. In most circumstances a minimum of C- is required for transfer credit to be awarded; some departments may require a higher grade. Please refer to the Academic Calendar for further detail.
9. Transfer credit will not normally be awarded for course work that is older than 10 years. Some programs may have shorter terms for course work and eligibility for transfer credit; please contact the Program Coordinator for further details.