

POLICY: Credit Transfer		POLICY NUMBER: Pending
		PREVIOUS/REPLACES: N/A
APPROVED BY: Academic Council	EFFECTIVE DATE AS OF: March 15, 2017	PRIOR VERSIONS: N/A

1. Policy:

MITT supports the transferability of academic credits between educational institutions through recognized transfer pathways, articulation agreements, and course-to-course credit transfer equivalencies.

Credit Transfer must be initiated by the student by completing the Credit Transfer Request form prior to the start of the program. Request for credit transfer will not be considered once the program has commenced.

The deadline to submit an application for Credit Transfer is 30 days prior to the start of the program. Requests received after this deadline may not be processed by the start of term. Students are required to attend all classes until they are officially notified that their request has been granted or denied.

Credit Transfer requests will not be considered/processed until a formal offer of admission has been made by MITT.

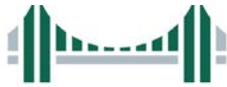
Credit Transfer requests will only be considered for specific programs as identified by MITT. No credit transfer requests will be considered for apprenticeship programs.

Credit transfer will not be considered for courses completed more than three (3) years ago; exceptions to this will be considered only upon notification from the appropriate Dean.

Credits are considered on a course-by-course basis and will be granted only where deemed equivalent in content and learning objectives to a corresponding MITT course(s).

Credit transfer will not be considered or granted based on a previous exemption. The original course and transcript must be submitted for review unless otherwise stated in a collaborative agreement between MITT and another recognized post-secondary institution.

For courses to be considered for credit transfer, an up-to-date post-secondary transcript and detailed course outline/syllabus for all courses requiring assessment must be submitted with



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the Credit Transfer Request form. Credit transfer requests that are not accompanied by supporting course documents will not be considered.

MITT will only accept credit transfer requests from accredited Canadian post-secondary institutions, or from recognized third-party certificate programs (e.g. CISCO). MITT will not consider transfer credit requests from unaccredited institutions or from institutions located outside of Canada.

Credit transfer requests for international students will be considered only upon confirmation from the Academic Coordinator that the student will maintain a full-time student status upon transfer of one (1) or more credits; credit transfer will be limited to a quantity that allows the students to maintain this status.

The maximum credit allowed through transfer of credits is 40% of the program credits. Therefore, at least 60% of the program credits must be taken under the direct supervision of MITT faculty within the program of study.

Where transfer credit is granted, students will be awarded a grade of 'CT' for the corresponding course on their MITT transcript; these credits will be excluded from Grade Point Average calculations.

Students are responsible for the full tuition cost of their MITT program of study, regardless of whether transfer credit has been awarded. MITT will not provide tuition reimbursements for courses that are awarded a credit transfer.

2. Scope:

The Credit Transfer policy applies to all MITT students registered in full or part-time post-secondary and post-graduate programs.

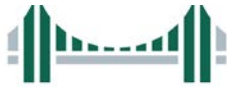
This policy does not apply to secondary students enrolled in MITT High School or in any other secondary partnership program (i.e. Pembina Trails School Division) or to partnership programs (i.e. Network Security Diploma).

MITT Continuing Education programs may or may not follow this policy.

3. Procedure:

Credit Transfer requests are initiated by the student, upon submission of a request form and all required documentation to Enrolment Services.

Credit Transfer requests will be processed in a timely fashion and every effort will be made to review and complete the evaluation prior to that student commencing studies the MITT credit.



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Enrolment Services will forward the request and accompanying documents to the appropriate Program Coordinator who will work with the relevant instructor to determine whether the requested course content, competencies and level match any of our own courses. This information will be provided to the appropriate Dean.

The appropriate Dean will provide formal approval or denial of Credit Transfer, and will inform Enrolment Services of this decision.

Enrolment Services will inform the applicant of the outcome of their request, and will adjust the student's registration record as needed.

4. Administration:

The MITT Manager, Enrolment Services or designate will be responsible for coordinating the review of transfer credit applications with the MITT Dean or designate.

The MITT Manager, Enrolment Services or designate will be responsible for implementation of credit transfers on transcripts and applicable updates to the student record.

The MITT Manager, Enrolment Services or designate will be responsible for communicating final decisions regarding transfer credit applications to the student.

5. Review:

This policy will be reviewed by Academic Council every 5 years.

6. References:

- MITT Recognition of Prior Learning (RPL) Policy
- MITT Credential Taxonomy Policy
- MITT Grading Scale