



<b>POLICY:</b>  <b>Credit Transfer</b>		<b>POLICY NUMBER:</b> <b>AC-2-6</b>
		<b>PREVIOUS/REPLACES:</b> <b>Credit Transfer</b>
<b>APPROVED BY:</b> <b>Academic Council</b>	<b>EFFECTIVE DATE AS OF:</b> <b>March 14, 2018</b>	<b>PRIOR VERSIONS:</b> <b>March 15, 2017</b>

**1. Policy:**

The Manitoba Institute of Trades and Technology (to be referred to as MITT) supports the transferability of academic credits between educational institutions through recognized transfer pathways, articulation agreements, and course-to-course credit transfer equivalencies.

**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).

Some MITT programs, including partnership programs, may have additional and/or alternative requirements to this policy.

**3. Procedure:**

1. Credit Transfer requests must be initiated by the student by completing the Credit Transfer Instructions and Request form and forwarding all required documentation to Enrolment Services prior to the start of the program. Credit Transfer requests will not be considered/processed until a formal offer of admission has been made by MITT.
2. The deadline to submit an application for Credit Transfer is 30 days prior to the start of the program. Students are required to attend all classes until they are officially notified that their request has been granted. Request for credit transfer will not be considered once the program has commenced.
3. Credit Transfer requests will only be considered for specific programs as identified by MITT. No credit transfer requests will be considered for apprenticeship programs.



4. MITT will only accept credit transfer requests from accredited Canadian post-secondary institutions, or from recognized third-party certification programs (e.g. CISCO). MITT will not consider transfer credit requests from unaccredited institutions or from institutions located outside of Canada.
  - a. 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 the Credit Transfer Instructions and Request form. Credit transfer requests that are not accompanied by supporting documents will not be considered. Additional documentation to support a credit transfer request may be required.
  - b. Credit transfer will be considered for courses where the student received a minimum grade of 70% or equivalent.
  - c. 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).
  - d. 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 a Dean, Director or Equivalent.
  - e. Credit transfer will not be considered or granted based on a previous exemption. The original course outline and transcript must be submitted for review unless otherwise stated in a collaborative agreement between MITT and another recognized post-secondary institution.
5. The maximum allowable transfer of credit is 40% of an available program. A minimum of 60% of the program must be taken under the direct supervision of MITT faculty within the program of study.
6. 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.
7. Credit transfer requests for international students will be considered only upon confirmation that the student will maintain full-time student status upon transfer of one (1) or more credits; credit transfer will be limited to a quantity that allows the student to maintain this status.
8. 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.



**4. Administration:**

1. The Registrar, or designate, will be responsible for coordinating the review of credit transfer applications with the Credit Transfer Committee, Dean, Director or Equivalent, or designate.
2. The Credit Transfer Committee will provide its recommendation to approve or deny the credit transfer request to the Dean, Director, or Equivalent. The Dean, Director or Equivalent will provide their final decision to the Registrar, or designate.
3. The Registrar, or designate, will be responsible for implementation of credit transfers on transcripts and applicable updates to the student record and 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. Reference:**

- MITT Grading Scale