



Transfer Credit Policy

Category:	A	Number:	011
Last Review Date:	July 19, 2023	Next Review Date:	July 2025
Approval Date:	August 23, 2023	Related Policies, Reference	Request for Transfer Credit Form, A010 Prior Learning Assessment and Recognition Policy

Purpose

This policy outlines how the Centre for Indigenous Health Leadership (CIHL) recognizes transfer credit for completed coursework at other recognized post-secondary institutions.

Scope

This policy applies to all of CIHL's admitted and currently enrolled learners in an academic program.

Definitions

Training or Academic Program: refers to a specific set of courses and requirements leading to the completion of a degree, diploma, certificate or other offered credential at the CIHL.

Credit: refers to the academic units awarded for successfully completing a CIHL course, contributing to a learner's progress towards their program completion.

Transfer Credit: academic credit granted to a learner for coursework completed at another recognized institution, based on the evaluation of the course's equivalency to courses offered at the CIHL.

Recognized Institutions: accredited, recognized, authorized, registered or licensed post-secondary institutions by relevant Canadian provincial and territorial governments.

Policy

The CIHL may grant one-for-one credits toward a CIHL academic or training program for credit-earning courses taken at a recognized institution for which the learner has earned 60% or higher. All transfer credit evaluations will be conducted with utmost academic integrity, ensuring that courses accepted for transfer credit are comparable in content, rigour, and learning outcomes to those offered at the CIHL.

In granting transfer credits, the CIHL adheres to the following guiding principles:

- Courses must align with the CIHL's academic standards and program requirements to be eligible for transfer credit consideration.
- Only courses completed within the last ten (10) years will be considered for potential transfer credit unless the course subject matter is rapidly evolving, requiring frequent updating of skills, knowledge and technology, in which case the limitation may be shorter.
- Transfer credit evaluations distinguish between credit transfer from recognized institutions and prior learning assessment and recognition (PLAR), which may involve recognizing experiential learning and knowledge through professional or life experiences. Refer to A010 Prior Learning Assessment and Recognition Policy for more information.
- For courses completed at recognized institutions, the CIHL will review official transcripts and course outlines to determine eligibility for transfer credit.
- For courses completed at institutions outside of recognized institutions, the CIHL will review official transcripts, course outlines, completed assignments and request any other supporting documentation that may be required to assess the granting of the transfer credit or refer the learner to the PLAR process for possible credit.

Steps for Applying for Transfer Credit:

1. Email a completed and signed Request for Transfer Credit form to learning@fnha.ca. The learner must review their previous academic work and look at the curriculum for the CIHL program or course for which they are requesting credit.
2. Fill in each course requested for transfer credit and the comparable CIHL course.
3. Submit official transcript(s) from the recognized institution the learner is requesting transfer credit.
4. The learner may be required to supply the course outline/syllabus for the course(s) being considered for transfer credit. The course outline should reflect the course weighting, books and materials used, assignments given, grading profile and overall outcome of the course. A paragraph description will not be accepted.
5. Non-credit courses cannot be considered as transfer credit, although they may be used toward PLAR.

Transfer Credit & PLAR Limit:

The maximum number of combined transfer credits and PLAR toward a training or academic program completion requirements is no more than 50% of the hours of instruction of the program.