

Authorized External Credits Policy

Students enrolled at MSVU and wishing to take courses at other institutions for credit must obtain formal approval on an Authorized External Courses (AEC) form prior to registering at the host institution.

Authorized External Courses may be approved providing the following conditions are met:

1. Student must be registered in courses at MSVU; exceptional cases will be considered on an individual basis;
2. Student is in good academic standing and has successfully completed 3.0 units of course work at MSVU;
3. Student has not exceeded the allowable number of transfer credits of 50 percent of any undergraduate credential;
4. Course at the host institution is acceptable for transfer to the student's academic program.

The following are conditions under which AEC requests are not normally granted:

- Student is not registered in a diploma, certificate or degree program;
- Credit does not meet program and/or major requirements;
- Student is not in good academic standing at MSVU;
- Student has been academically dismissed from MSVU;
- Credit was taken at another institution without prior approval of the AEC;
- Course is offered at MSVU during the session being requested except in the following situations:
 - Schedule conflict that cannot be resolved;
 - Course at MSVU is full;
 - Course at MSVU is not offered through Distance Learning;
 - Taking the course at MSVU would cause undue hardship.

A grade of "P" (pass) will be assigned to all AEC credits, *except* for credits taken while in an approved formal exchange program, which may transfer in an alpha format. Such credits will be considered in the MSVU GPA based on program requirements. If the host institution's grading scheme is in numeric format, marks will transfer in as "P", which holds a neutral GPA value.

Visiting Students:

Ordinarily, no student may register at Mount Saint Vincent University if concurrently registered at another educational institution without the explicit approval of the home university.

Students from other institutions who want to register in MSVU courses for credit at "home" must obtain the appropriate approval form from their "home" institution and present the form when registering at MSVU. Students with an approval form from the home institution are not required to formally apply for admissions at MSVU.

AEC application forms are available in paper format at the Registrar's Office and published online through the Registrar's Office website.

Students with questions or concerns about Authorized External Credits may contact the Registrar's Office in writing at registrar@msvu.ca

Minimum MSVU Credit Requirements:

50 percent of the coursework required for any undergraduate credential at MSVU.

For more detailed information please refer to page 32 of the MSVU undergraduate academic calendar.