

Sponsor: Committee on Academic Policy and Planning (CAPP)

Originally approved: 2008-03-03

Reviewed/Effective: 2011-12-08 **Transfer Credit Policy**

Mount Saint Vincent University may grant transfer credit equivalency for academic work previously completed at accredited universities and colleges.

1. Credits must be acceptable to the program in which transfer is being sought at MSVU either as a required course or an elective.
2. Credits that transfer as part of requirements for a major must meet the University's standards pertaining to program averages.
3. Credits will be assessed in one of two ways:
 - o As part of an articulation agreement with another accredited institution;
 - o Individually by Admissions or the Registrar's Office in consultation with the appropriate department.

Transfer Credit designation:

1. **Specified credit** is used when there is a direct MSVU equivalent.
2. **Unspecified credit** for a subject area is used for courses without a direct MSVU equivalent, but which are acceptable to a department as fulfilling subject requirements toward a degree in that department.
3. **Elective credit** is used for courses which are judged to be transferable but do not fulfill specific departmental requirements. General elective credits are articulated in terms of arts, science, or professional studies electives.

A grade of "P" (pass) will be assigned to all transfer credits, except for credits for MSVU degrees offered locally in association with Saint Mary's University, or internationally in association with Bermuda College or the University of St. Martin which may transfer in an alpha format. Such courses will be considered in the MSVU GPA based on program requirements. If any of the above-noted institutions' grading schemes are in numeric format, marks will transfer in as "P", which holds a neutral GPA value.

Please Note: Program pre-requisites or the content of the program may change substantially. Credits taken many years previously may be considered non-transferable in such cases.

In order for MSVU to evaluate for possible transfer credits students must:

1. Apply to MSVU;
2. Provide official transcripts from all previously attended institutions. Final transcripts must be provided for transfer credits to be finalized;
3. Provide official grade translation if not indicated on the transcript legend;
4. Provide official copies of course descriptions (syllabus preferred); and
5. Indicate on the application form the intended major within their program.

Notification will be sent to the students and posted on their MSVU transcript. Transfer credit requests made before the application deadline will be given priority. Longer processing time can be expected for those who apply after the application deadline. Students with questions or concerns about transfer credits may contact the Admissions Office in writing at admissions@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.