

**COURSE MANAGEMENT POLICY****EFFECTIVE DATE** February 9, 2006**RESPONSIBILITY FOR IMPLEMENTATION** Deans and Chairperson

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**CROSS-REFERENCED POLICIES** Course Outline Policy

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**POLICY STATEMENT**

Students enrolled in university studies at Grande Prairie Regional College have the right to expect that the College has done 'due diligence' in securing transferability of courses within the post-secondary institutions in the Province of Alberta.

**PURPOSE:** To ensure responsible management of courses of university transfer courses.

**SCOPE:** This policy applies to credit courses for which the college proposes for university transfer credit.

**DEFINITIONS:** Transfer course is modelled after and corresponds to a specific course at a receiving institution.

Transferable course is developed by a Department to meet College program objectives or credential requirements and transfer to another institution through a transfer agreement.

Equivalent course is either a transfer or transferable course that receives unspecified credit (e.g. 1XX) at a receiving institution.

Primary transfer partners are the University of Alberta, University of Calgary, University of Lethbridge and Athabasca University.

Active courses are those courses that have been offered within the last five years.

Inactive courses are those courses that have not been offered during within the last five years.

**PREAMBLE:**

A Grande Prairie Regional College course listed in the Alberta Transfer Guide (ATG) as equivalent to another post-secondary course is guaranteed the transfer credit

- provided the course fits within the student's degree program at the receiving institution
- has been completed with a final grade that meets the receiving institution's minimum grade requirement for transfer credit, and
- if the year the course was completed is the same year as the course transfer agreement listed in the ATG

The number of transfer credits a student receives will be governed by the residency requirements of the receiving institution.

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**PROCEDURES/RULES STATEMENT**

**'Due Diligence' on Transfer Courses intended for university credit includes the following:**

- 1.0 That transfer courses fulfil the appropriate program requirements in the receiving institution
- 2.0 That transfer courses have the receiving institution's approval
- 3.0 That transfer courses have College approval.

***Internal Approval Process:***

- 4.0 Sequence of Course Approvals
  - 4.1 Course is presented to the appropriate Department with rationale for its inclusion.
  - 4.2 Department reviews the request and if approval is recommended, the course proposal, course outline, and recommendation are forwarded to the Dean.
  - 4.3 The Dean, in consultation with the Department, forward the recommended course proposal to the Curriculum Committee for review and recommendation to Academic Council.

**External Approval Process:**

## 5.0 Transfer Agreement Proposal

The College is a member of the Alberta Council on Admissions and Transfer (ACAT) which prepares and lists all the course and program transfer agreements in effect on an annual basis between post-secondary institutions in the province.

Pursuant to the above:

5.1 If a proposed course is designed for a specific transfer to a particular university, the transfer agreement proposal may be sent only to that institution. Upon receiving approval, it will be forwarded to the other transfer partners.

5.2 If Academic Council approves the addition of a new course based upon the deletion of another course, the “old” course will not be deleted from the Transfer Guide or the College Calendar until the College is satisfied the appropriate transfer has been secured for the new course.

**Implementation of Courses with “Approved Transfer”**

6.0 A course with approved transfer credit to primary institutions will be included in the College calendar.

7.0 Transfer agreements with Alberta post-secondary institutions will be noted in the college calendar and updated on the College and ACAT website with the ACAT website deemed to be the most official authority.

8.0 Courses intended for transfer credit will not appear on the College Schedule of Courses/Timetable until transfer credit has been approved by a primary institution.

**Review of Courses**

8.0 Departments will review their courses with transfer agreement to ensure that the courses are still relevant within current curricula and to ensure that current transfer status meets the needs of students.

8.1 Each year, in May, Student Services will identify for Departments those courses that have been inactive and those courses shall be subjected to the following ‘due diligence’ process:

8.1.1 Departments will make recommendations regarding the status of the course. Those recommendations may include but are not restricted to

recommendations to amend content, teaching hours, level and/or designation number, description, or to delete course(s).

- 8.1.2 Departments will forward their recommendation(s) to Curriculum Committee for review and recommendation to Academic Council on the status of those courses identified as inactive. Where Departments are making a recommendation to retain the course offering in the calendar the recommendation will be accompanied by a current course outline.