

## *Association of Canadian Public Polytechnic Institutes*

### Mobility and Transferability Protocol For Member Institutions

#### **PREAMBLE**

*Consistent with the CMEC Ministerial Statement on Credit Transfer in Canada, the Association of Canadian Public Polytechnic Institutes (ACPPI) acknowledges that students need reasonable assurance that they will be able to continue their studies at other ACPPI institutions to complete their educational plans, and be able to obtain appropriate transfer credit for work previously completed. The primary purpose for establishing ACPPI credit transfer agreements, protocols and policies is to increase opportunities for students to access postsecondary education by facilitating mobility between member institutions.*

The signatory to this protocol\* agrees to maximize the recognition and transfer of learning acquired at another participating institution to this agreement through formal education and/or through documented learning achieved through workplace training and work and life experience.

The signatory further agrees to the following principles:

1. Transfer credit will be awarded in accordance with the policies and regulations of the governing bodies of the institutions concerned. It is the prerogative of each institution to set admission requirements and prerequisites, to determine program design and delivery, to establish all requirements for credentials, and to limit admission to programs based on availability of resources. Transfer credit shall be awarded to students for credits earned that are related to the program of study in which the transfer student will register.
2. Course or program transfer credit shall be based on an equivalency of educational achievement and of knowledge, skills, abilities, and outcomes recognizing that effective learning can occur under a variety of arrangements and conditions. This includes all forms of formal and informal learning such as self-study, work place education, training and experience. Various methods of demonstrating or achieving equivalency may be employed such as reviews of work place training, competency tests, challenge examinations, and other forms of prior learning assessment. It is recognized that the substance of learning experiences may be equivalent in terms of content and rigour, although the learning has occurred in a variety of ways (CMEC, 2002)
3. Transfer credit not deemed to satisfy specific program requirements should be awarded whenever possible to fulfill other general requirements, such as transfer/open credits, professional options, and/or general education credits as appropriate. In this determination, participating institutions will be guided by the relevant credentials framework applicable in various jurisdictions provinces as well as any standards and/or guidelines for baccalaureate programs as provided by the relevant assessment boards.

4. Notwithstanding the above, for those programs for which common national program standards and/or accreditation exists, students requesting transfer from one participating institution to another within the same program will be granted full recognition of prior credits earned whenever possible, subject to specific institutional advanced standing and graduation requirements.

5. Students have the right to expect that transfer decisions are considered in a consistent manner (CMEC, 2002). Signatories to this protocol should develop and maintain clearly stated policies and procedures for consideration of transfer of credit. An institution that denies the transfer of credit shall provide the reasons for the refusal as well as clear procedures for students to appeal such decisions.

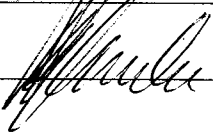
6. Where formal transfer arrangements exist, receiving institutions should not make changes in these arrangements without providing adequate notice and lead-time to other participating institutions.

7. Current information must be readily available that accurately describes course equivalencies, program prerequisites, and levels of achievement on which admission and/or awarding of transfer credit at receiving institutions will be based. Each institution should identify an office that is responsible for distribution of information on transfer policies and practices.

\*Dated in Calgary, Alberta on this 26 day of May, 2004

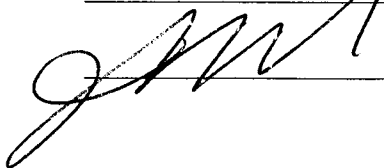
**1. Institution:** British Columbia Institute of Technology (BCIT)

**Name and Title:** Tony Knowles, President

**Signature:** 

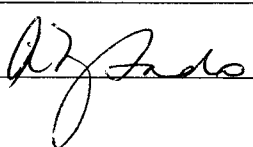
**2. Institution:** Conestoga College Institute of Technology and Advanced Learning

**Name and Title:** John Tibbits, President

**Signature:** 

**3. Institution:** George Brown College of Applied Arts and Technology

**Name and Title:** Anne M. Sado, President

**Signature:** 

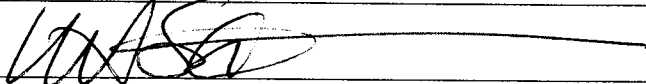
4. Institution: Humber College Institute of Technology and Advanced Learning

Name and Title: Robert Gordon, President

Signature: 

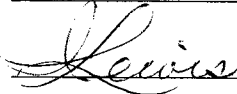
5. Institution: Northern Alberta Institute of Technology

Name and Title: Sam Shaw, President

Signature: 

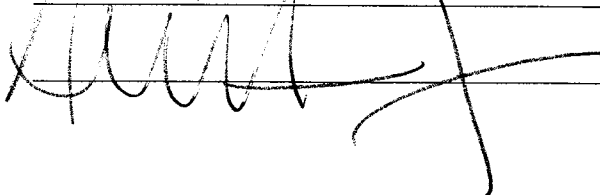
6. Institution: Southern Alberta Institute of Technology (SAIT)

Name and Title: Irene Lewis, President

Signature: 


7. Institution: Seneca College of Applied Arts and Technology

Name and Title: Rick Miner, President

Signature: 

8. Institution: Sheridan College Institute of Technology and Advanced Learning

Name and Title: Rob Turner, President

Signature: 

*\*With thanks to the Association of Canadian Community Colleges (ACCC) for its Pan-Canadian Protocol for the Transferability of Learning from which this Mobility and Transferability Protocol is adapted.*