

Submission of requests for transfer credit to UEC

UEC approves transfer credit for courses/programs from unrecognized post-secondary institutions, for non-credit programming, or courses or programs from institutions that are not post-secondary educational institutions (e.g. schools, professional organizations).

Recommendations should come from the UFV department most closely related to the discipline. If another department is seeking the credit on behalf of one of their students, the department most closely related to the discipline must express explicit support for the recommendation (usually by signing the recommendation form).

To support your request, please provide for the UEC agenda:

1. Documentation of the course(s) or programs – usually an overview of the program, list of required courses, course outlines.
2. The completed UEC transfer recommendation form.
 - Consider the effective term. The material being evaluated should be from the time period that the student took the course(s) so that the effective term incorporates when the student took it. If it is a well-established course, you may choose to backdate it slightly.
 - Consider an end date. Precedent-setting decisions expire after five years but can be earlier, if you are not confident about the course remaining consistent over that long.
 - Clearly list the exact institution name, under which the courses will be transcribed, and the exact program name, or exact course names and numbers, on the left.
 - Clearly list what kind of credit you are recommending, eg. Specific UFV courses, discipline unassigned, general unassigned, etc, and the number of credits.
3. A rationale for your recommendation, including addressing how much and what type of credit you recommend.
 - **Credit:** The academic model is based on 2-3 hours outside of class time for every hour in class, with about 39 contact hours equal to 3 credits. For courses that are primarily practical with little outside work, we usually use the vocational model where 30 class hours = 1 credit. Some courses are a hybrid (such as lab courses) so there are more contact hours per credit than in the academic model.
 - **Type of credit:** does credit clearly fall within your discipline. If not, GE credit may be given.
 - If you are recommending upper level, a case should be made for that.
 - If you are aware of other recognized institutions that accept the credit, indicate which institution and what credit they grant.

In all cases, students must supply the official documentation (usually official transcripts) required to evaluate transfer credit. We recommend that you check that students can provide an official transcript before taking the decision to UEC.

For transfer credit from non-educational institutions, a copy of the official documentation that will be available should be included with the request.