

Transfer Terms & Definitions

Academic Year – usually 12 months, running from September 1 of one year to August 31 of the following year.

Admission or Entrance Requirements – a set of criteria stipulating education, training or experience needed for eligibility to enter an educational program or occupation. May include minimal marks, levels of achievement and/or exam scores.

Applied Degree - a credential granted by an Alberta college or technical institute for the completion of six semesters (about 3 years) of academic studies and at least 2 semesters (about 1 year) of paid, related, supervised work experience.

Baccalaureate or Undergraduate Degree - a credential offered by universities and other institutions authorized to offer accredited degree programs (i.e. private university colleges); normally requires three or four years of full-time study.

Block or Program Transfer - a group of courses, such as a completed certificate or diploma program that are accepted for transfer credit into a degree program.

Career Laddering - using a previously earned post-secondary credential to enter another program at a higher level.

For example, a graduate of the Accounting Assistant certificate from NorQuest can transfer to Grant MacEwan into the Management Studies diploma program. Once the diploma is complete, a student can transfer to Athabasca University into the post diploma Bachelor of Administration.

Certificate - a credential granted for the completion of one year or less of full-time study in a specific program.

Course Equivalent – a course for which credit is given by the receiving institution. Wherever possible, a specific course equivalent will be assigned by the receiving institution. (e.g. ENGL 1234 = ENGL 456)

Credit – the value given to a course; may be related to the number of hours of instruction.

Letter of Permission – a Letter of Permission from your home institution is your guarantee that, if you successfully complete a course at another institution, your home institution will allow it to count towards your program of study.

Receiving Institution – any post-secondary institution a student transfers to.

Residency Requirement - number of credits you must complete at an institution in order to graduate from that program.

Sending Institution - any post-secondary institution a student transfers from.

Shelf Life - some institutions have time limits for granting transfer credit. Courses with a 'shelf life' are most common in areas such as nursing, business and computer science where up to date curriculum is essential.

Transfer Agreement - an agreement between two institutions (a sender and a receiver) that specifies how the sending institution's course or program will be accepted for (transfer) credit at the receiving institution.

Transfer Courses – courses designed to transfer to another institution.

Transferable Courses - courses designed to complete an institution's own credential, but may transfer to another institution through a transfer agreement.

Unspecified Course - a course that is not close enough in content to a receiving institution course to be given credit for a specific receiving institution course. However, it will transfer as an option.

University Transfer program - first two years of a degree-level program taken at a college before transferring to a university or private college with accredited degree program.