

Instructions for Transfer of Previously Completed Graduate Courses

Credits can be transferred only if students are registered in a graduate program at Acadia.

There are typically two types of transfer requests.

- 1) In one case the student wishes to replace a course in their Acadia MEd program with an identical graduate-level course they have taken elsewhere. AN IMPORTANT STIPULATION IS THAT THE COURSE HAS NOT BEEN USED FOR CREDIT TOWARDS ANOTHER DEGREE.

In the case where a student is applying to transfer a credit to replace a mandatory course, the course syllabus is sent by the Graduate Coordinator to an appropriate faculty member for assessment. The general principle guiding transfers in this case is that the course elsewhere must be "essentially the same" as the mandatory course it replaces.

Note: This is not the same as a waiver of a course. A waiver application means that you have done an identical course before elsewhere or at Acadia (for credit towards a degree) and you wish to leave it out of your current program and make up the program credit hours by completing a different 3 credit hour course.

- 2) The student may wish to transfer into their Acadia MEd program, a graduate level course of program relevance (this may be in education or other related fields) and have it count as a 3-credit hour elective. Again, the incoming course may not have been used for credit towards another degree program.

It is expected that the student will make a strong case for relevance of Non-Education graduate courses in their current MEd program. The final determination of relevance and concomitant transfer is at the discretion of the Graduate Coordinator in consultation with School of Education faculty as necessary.

Each of these transfer application scenarios are governed by strict School of Education policies that are outlined below. The Graduate Coordinator in consultation with School of Education faculty (as necessary) will make the final decision on approval of transfer application.

School of Education Policies Governing Transfer of Credit:

From Canadian Universities

- Transfer credits are only accepted from provincially accredited universities that:
 - Are recognized by AUCC (Association of Universities and Colleges of Canada) or those universities that have special MOUs with Acadia governing course and program rigor (decision at the discretion of the graduate coordinator).
 - Have a Faculty of Research and Graduate Studies
 - In the instance that the graduate course is in Education, have a full-time Faculty of Education

From Institutions in the United States:

- Transfer Credits are accepted only from regionally accredited universities:

Regional accreditation is carried out by seven organizations that cover different geographic regions of the country. The seven regional accrediting bodies are:

- [Middle States Association of Colleges and Schools Commission on Higher Education \(MSA/CHE\)](#)
- [New England Association of Schools and Colleges Commission on Institutions of Higher Education \(NEASC-CIHE\)](#)
- [North Central Association of Colleges and Schools The Higher Learning Commission](#)
- [Northwest Commission on Colleges and Universities](#)
- [Southern Association of Colleges and Schools \(SACS\) Commission on Colleges](#)
- [WASC Senior College and University Commission](#)
- [The Higher Learning Commission](#)

In addition:

- The institution where the course was taken must have a Faculty of Research and Graduate Studies
- In the instance that the graduate course is in Education, the institution where the course was taken must have a full-time Faculty of Education
- Given that different jurisdictions have models where the Masters of Education is at the entry level into the profession of teaching, it is at the discretion of the Graduate Coordinator to decide whether the outcomes, rigor and content of those courses is suitable to be considered a reasonable substitute for a graduate level Education course at Acadia University.

From Institutions in countries other than Canada and the USA:

All applicants must have their university credentials assessed by a third-party credential evaluator such as World Education Services (WES: <http://www.wes.org>) or the Institute for Clinical Evaluative Sciences (ICES: <http://www.bcit.ca/ices/>). The degree (in which the course was taken) must be assessed as being equivalent to a Master's degree at Acadia University.. The comprehensive third-party credential evaluation must include scans of the original transcript used for the evaluation, otherwise the applicant must provide those documents as well so that the Registrar can locate the coursework on the transcript. If the official transcript is not in English or French then it must be officially translated.

In addition:

- The institution where the course was taken must have a faculty of Research and Graduate Studies
- In the instance that the graduate course is in Education, the institution where the course was taken must have a full-time Faculty of Education
- Given that different jurisdictions have models where the Masters of Education is at the entry level into the profession of teaching, it is at the discretion of the Graduate Coordinator to decide whether the outcomes, rigor and content of those courses is suitable to be considered a reasonable substitute for a graduate level Education course at Acadia University.

The Application Process

If the course(s) has already been completed, a form for “Transfer of previously completed courses” can be found at: <http://education.acadiau.ca/forms-resources/articles/med-students.html>.

Complete this form and send an electronic copy (preferably pdf) to the Graduate Coordinator (graded@acadiau.ca) along with the following information/documents in the attachment:

- 1.) the program you are enrolled in at Acadia and your students number,
- 2.) a copy of the transcript showing that the course is at the graduate level, and
- 3.) a course description from the graduate calendar
- 4.) a syllabus from the host institution.

The Graduate Coordinator, in consultation with program faculty, will consider your request and if approved, will place the approval in your file at the School of Education with a copy to the Acadia Registrar. Important NOTE: If the course is from another University the transfer will not appear on your Acadia transcript until an official transcript from the corresponding institution is received by the Acadia Registrar's office.