



Transfer Credit Guide

Students may receive credit for course work completed at other institutions. If you are currently studying at another university or college, or you have completed coursework or a degree at another institution, we would like to consider giving you credit for your hard work!

What is the deadline to submit documents in order to be considered for transfer status?

If you want courses to be considered for transfer credit, all information must be submitted within four months of being admitted to The University of Winnipeg. Unfortunately, materials submitted after four months will not be considered.

How does it work?

In order for UWinnipeg to assess course work done at other institutions we require certain information like reading lists, contact hours and course outlines. This information is then given to our academic faculty so they can determine if the course(s) completed are equivalent to course work at UWinnipeg. If equivalents are found, students may not have to repeat these courses to complete their degree here.

Are there different types of transfer credits?

Yes. There are three different types of transfer credits a student can receive:

1. **Assigned** – the coursework you completed at another school has a direct equivalent at UWinnipeg
2. **Elective** – the coursework completed at another school, although similar in content, is not equivalent to an existing UWinnipeg course. The degree credit you are receiving may be acceptable as fulfilling specific degree or departmental requirements (e.g. Humanities, Social Science, Arts, Science), or
3. **General Elective** – the coursework completed at another school is judged to be transferable, but it does not fulfill specific degree or departmental requirements. General elective credit is counted toward the total number of hours required for a degree.

Who decides if a credit is transferable or not?

The course outlines, transcripts and other information is sent by Admissions to the applicable academic department. It is normally the Chair of the Department that reviews the materials and makes the final decision. The evaluation decision is then sent back to Admissions where we apply the credit (if applicable) to your student record and communicate the decision to you.

Will my transfer credits cover all of my program and degree requirements?

No. Any transfer credits received, together with credits subsequently taken at UWinnipeg, must together meet the general and specific requirements of the Faculty and Department of your degree program. Students must fulfill all the program and residence requirements specified for the degree and major being sought.

Will all of my eligible courses be transferred in?

Transfer credit will be granted in compliance with residence requirements and only for courses which apply to the student's proposed degree program. For example, if you have taken several first-year courses at your other institution(s), they may not all transfer in because you are only allowed to include 42 credit hours of first-year courses in your degree program at UWinnipeg.

I submitted several course outlines for consideration, but did not receive credit for some of them. Why?

The course outlines and all information is submitted to the academic faculty for review. The decision that is made is final. There could be several reasons why a course may not have been accepted, such as:

- It was determined that the course submitted was not at a university level
- The learning outcomes were not substantial enough for credit
- There wasn't enough information submitted to make an informed decision
- You have already received credit for the course. Multiple credits that are equivalent to the same course are not counted more than once, or
- The content does not fit with the program or degree being sought.

Do you consider course work for transfer credit even if it was done a long time ago?

Yes, but there are departments that may have limitations on course work taken beyond a specific time period, due to content and/or technological changes from year-to-year. For example, programs such as computer science, psychology, human resources, business, and most sciences may have restrictions. Therefore, it may be necessary for some coursework to be more recent than others.

What if I took a pre-requisite course at another school, but I received a D or failed?

Individual departments may require students to repeat prerequisite courses if the grade is a D or lower. The repeated courses will show on your student record, but double credit will not be granted.

If I failed courses, will they also be transferred in?

Yes. All failed courses that are eligible for credit will also be transferred (in addition to the 60 credit hours successfully completed).

What if I failed a course and repeated it?

In the case of a repeated course with passing grades on both attempts, there was a change in policy in Spring 2009. If both attempts were in **Spring 2009 or after**, only the better grade will be included in the GPA calculation. If one or both attempts were **prior to Spring 2009**, both grades and the number of credit hours in both courses will be included in the calculation.

Please note, this policy on repeat attempts does NOT apply if one of the attempts is an F. In that case, both the F and the passing grade are included in the cumulative GPA calculation. If you are transferring from an institution where your courses are transferring in as S (Standing), the passed attempt will transfer in as S, and the failed attempt will transfer in as F.

When can I expect to hear if my courses are transferable?

Once all of the material is received by Admissions, students can expect to receive notification within two months or longer depending on evaluation time and the time of year. Students should be aware that if the evaluation comes back from the academic department as requiring additional information, this will extend the overall assessment timeline. For updates, you can also see the status of your credits on your Web Advisor account.

How are grades transferred in?

The way grades are recorded on your UWinnipeg transcript, depends on where you are transferring credits from.

- **Scenario A:** If you are coming from a non-accredited school, an international school, or a bible college, transfer credits are transferred in as “S” for Standing. The total credit hours earned in “Standing” courses are counted towards the degree but are not included in the GPA calculation.
- **Scenario B:** If you are coming from an accredited institution in Canada or North America, you will be assigned the letter grade shown on your transcript (or equivalent) from your previous institution. The University of Winnipeg does not have a standardized numerical grade conversion scale for each letter grade it awards. See grade equivalents, below.

Previous Institution Grade	University of Winnipeg Grade
A+	A+
A	A
A-	A-
B+	B+
B or B-	B
C+	C+
C or C-	C
D+, D or D-	D
E, F etc.	F

What is the maximum number of transfer credits I can receive?

Students are eligible to receive up to a maximum of 60 credit hours of transfer credit towards a U Winnipeg degree program. All failed courses that are eligible for credit will also be transferred (in addition to the 60 credit hours successfully completed).

I am transferring from a Bible College in Canada or the USA. What conditions apply to me?

Applicants who have attended a bible college, that is a Member Institution or has Candidate Status with the *Association for Biblical Higher Education (ABHE)*, may be eligible for transfer credit. Students must have satisfactorily completed a minimum of one year of study (30 credit hours or equivalent) with a cumulative grade point average of 2.50 (C+) or higher to be eligible for consideration. No credit will be granted for courses of a church/professional or clearly doctrinaire nature. Students will receive a grade of S (Standing) for each course transferred. The specific grade earned does not transfer.

I am transferring from a non-accredited (not a member of Universities Canada) university or college (includes Red River College and Assiniboine Community College). What conditions apply to me?

Students transferring from non-accredited universities or colleges may be eligible to receive credit if they can demonstrate that courses completed are of university standard and depth. Students must have satisfactorily completed a minimum of one year of study (30 credit hours or equivalent) with a cumulative grade point average of 2.50 (C+) or higher to be eligible for consideration. The general policy is that transfer credit will be granted according to the appropriateness of the courses for the degree program being sought and only for courses in which the student has received a grade of C or higher (except for the Faculty of Business and Economics which requires a minimum of a B). Students will receive a grade of S (Standing) for each course transferred. The specific grade earned does not transfer.

Do I have to transfer in my credits?

Yes. Prior education must be declared and evaluated in all cases.

What is a forfeit of credit?

If you have done poorly at your other institution(s) you can opt for a *forfeit of credit* if you have been out of school for three or more academic years. Forfeiting credit means that you are essentially erasing your prior academic history and starting fresh at UWinnipeg. You will not receive transfer credits nor will grades be added to your transcript. You must contact Admissions during the application stage before coursework is evaluated, to be considered for this option. A request to forfeit credit must be made in writing to Admissions. You can only forfeit credit *once* during your academic career. (International Students are not eligible).

What if my school does not have course outlines?

We have a template that you can use. It includes all of the information that we may need to evaluate your course work. Please ask Admissions for a "Course Information for Transfer Credit Evaluation Form".

Questions/Contacts

Still have questions? Please contact us for more information:

Admissions
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