Graduate Transfer Credit Policy

1. Overview and Purpose

1.1 This policy articulates transfer credit eligibility for graduate students.

2. Scope

2.1 This policy applies to graduate students at St. Mary's University.

3. Transfer Credit

3.1 Graduate students may be eligible for transfer credit to St. Mary's University under the following conditions:

3.1.1 The student must provide an official transcript from the original institution if it is not a member of Apply Alberta.

3.1.2 The student may be required to provide course syllabi which include course details and qualifications of the course instructor, for the purposes of transfer credit assessment.

3.1.3 Course(s) will only be considered for transfer credit where: the previous coursework is from an accredited institution, is of equivalent credit value, is at the graduate level and for which a B+ grade or higher is obtained.

3.1.4 The student must be enrolled in a graduate degree program at St. Mary's University.

3.2 It is possible that a course may be eligible for transfer credit but not fit within the student's degree.

3.3 Transfer credit is limited by the residency requirement, which stipulates the number of credit hours that a student must complete at St. Mary's University in order to earn a St. Mary's University degree.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	**Academic**	**Sept 23, 2024**	**October 27, 2025**	**Every 5 years**

3.4 Transcripts

3.4.1 Where transfer course(s) do appear on the student's transcript, the grade is not included in the student's term or cumulative GPA.

3.4.2 Courses completed more than ten years ago are not accepted for transfer credit.

3.5 Residency requirement

3.5.1 In order to be granted a degree, a student must complete at least half of the required credit hours at St. Mary's University. In addition, some degree programs may require specific courses to be completed at St. Mary's University.

3.6 Master of Education in Catholic Leadership

3.6.1 EDLD 551 and EDLD 552 are eligible for internal transfer credit toward the Master of Education in Catholic Leadership to fulfill EDLD 555 and EDLD 557, respectively, while EDLD 555 and 557 remain part of the MEd curriculum. Other transfer credit stipulations still apply.

4. Definitions

4.1 "Graduate Student" means any person registered in a graduate course, program, or degree at St. Mary's University.

4.2 "University" means St. Mary's University.