

S.91-40

**SIMON FRASER UNIVERSITY
Office of the Registrar
Memorandum**

To: Senate
From: N. Heath, Secretary,
Senate Undergraduate Admissions Board
Date: 1991 08 02

Subject: Duplicate Transfer Credit

The Senate Undergraduate Admissions Board requests that Senate give consideration and approval to the following motion:

"That the proposed duplicate transfer credit regulations, approved by the Senate Undergraduate Admissions Board, be considered and approved by Senate, as set out in the enclosed document, SUAB 211 (2nd Revision)."

nh August 91

**SIMON FRASER UNIVERSITY
Memorandum**

From: N. Heath, Secretary, Senate Undergraduate Admissions Board

To: W. R. Heath, Secretary, Senate

Date: 1991 08 02

Subject: Duplicate Transfer Credit - Proposed Policy

Background

During 1990, the Senate Undergraduate Admissions Board discussed the introduction of new policy to regulate credit duplication between courses taken outside SFU (transfer credits) and equivalent courses taken at the University.

Draft proposals were widely circulated within the university community and input on this matter was received by SUAB from several faculties and departments.

Proposed Policy

SUAB approved the following policy in November 1990:

- A student may not receive transfer credit which duplicates credit achieved at SFU, unless written approval is given by the respective department.
- A student may request registration in a course for which transfer credit has been previously assigned.
- Registration in a course which duplicates transfer credit will be reported to the respective department during the registration process.
- A department may allow a student to register in a duplicate course or may disallow this registration.
- Current limits on course duplication will not apply to duplicate transfer courses.
- On completion of the course with a passing grade, the transfer credit will remain on the academic record as a duplicate, with a zero credit value.
- If the course is completed with a failing grade, or dropped, the transfer credit will remain on the academic record.
- As a result of the implementation of this policy, no changes will be made in the method of calculating grade point averages.
- A department may permit credit to count for both a transfer course and an equivalent SFU course, if the course content is judged to be sufficiently different.

Implementation

In general, the policy formalizes current University practice and no problems are anticipated in regard to its implementation, including issues of retroactivity. If approved in September 1991, this policy will be effective for registration to the 92-1 semester.

Rationale

Our regulations are silent on whether a student who has transfer credit for a course may take the equivalent course at SFU and, if this happens, what should appear on the academic record. Similarly, students who have earned credit in a SFU course sometimes ask permission to take an equivalent course elsewhere, presumably to improve their grade to satisfy a course prerequisite. Lack of policy in this area has caused confusion for some students, has resulted in some inconsistency in the registration process, and has potential for introducing errors to the academic record, such as incorrect credit totals.

It is particularly desirable to clarify these duplicate course rules now, because a new telephone registration system will be in place for the 91-2 Semester and fewer students are expected to have their course selections checked individually by program advisers. Instead, more reliance will be placed on the Registrar's record system (SIMON) to identify duplicates. For the system to work satisfactorily, clear rules are required.

The individual components of the policy may be justified as follows:

- A student may not receive transfer credit which duplicates credit achieved at SFU, unless written approval is given by the respective department.
This parallels existing policy and gives the department the same option as exists for SFU courses, i.e. to count two apparently similar courses, if the content is judged to be different.
- A student may request registration in a course for which transfer credit has been previously assigned.
There was consensus that students not be prohibited from repeating a transfer course at SFU. The student may have achieved a low grade in the transfer course and needs to obtain a higher grade in order to proceed in higher courses.
- Registration in a course which duplicates transfer credit will be reported to the respective department during the registration process.
This reporting already occurs. The Registration Anomaly Report makes departments aware of duplicates at a very early stage and can prevent a student from entering a course inadvertently, unaware that the course is a duplicate for some previous course.
- A department may allow a student to register in a duplicate course or may disallow this registration.
Some departments have assumed that registration in a course for which transfer credit has already been earned is not permitted, but this is not the case. However, cases could arise in which a department might wish to block a student's registration in a duplicate course if, for example, advising were required or if special registration conditions existed.
- Current limits on course duplication will not apply to duplicate transfer courses.
The duplicate course limits (not more than two attempts at a particular course and not more than 5 duplicates overall) refer to SFU course attempts. It is not practical to include data on all external course attempts in the student's record,

hence only the number of duplicate attempts at SFU course is known with accuracy. In addition, the primary motive for restricting multiple course attempts was to conserve course spaces at SFU. Outside institutions may or may not be subject to similar enrollment pressures and those that have limited their enrollment usually have their own policies to deal with duplicate course attempts.

- On completion of the course with a passing grade, the transfer credit will remain on the academic record as a duplicate, with a zero credit value.
Rather than delete transfer credit entries, removing the credit hour value preserves the record that transfer credit was originally granted, increasing the accuracy of the record. Until the course is completed and passed, no credit duplication has occurred, since the SFU course is 'in progress.' This is similar to the treatment of duplicates in which both attempts are taken at SFU.
- If the course is completed with a failing grade, or dropped, the transfer credit will remain on the academic record.
A fail or drop results in no credit being awarded. It is therefore consistent with earlier parts of this policy and with the policy on internal duplicates that the transfer credit remain on the record.
- As a result of the implementation of this policy, no changes will be made in the method of calculating grade point averages.
Unlike internal duplicates, duplicates of transfer credit should not affect SFU gpas, which are calculated only on courses attempted at SFU. Inclusion of external grades in SFU gpas would be undesirable and impractical.
- A department may permit credit to count for both a transfer course and an equivalent SFU course, if the course content is judged to be sufficiently different.
This essentially repeats the first item in this proposed regulation.

Further details are attached..

nh August 91

Notes on Proposed Duplicate Transfer Credit Regulations

April 1991

The following applies only to type 1 transfer credit.

If SFU course is passed and....

....then transfer credit is....

of equal credit value
or
of greater credit value
or
taken more than once and
passed on last attempt

set to zero and transfer
course recorded as a
duplicate

of less credit value

retained and credits equal to
the difference in credit
values as type 2 transfer
credit
e.g. TFR course credit = 5
SFU course credit = 3
transfer credit = 2

If SFU course is failed and....

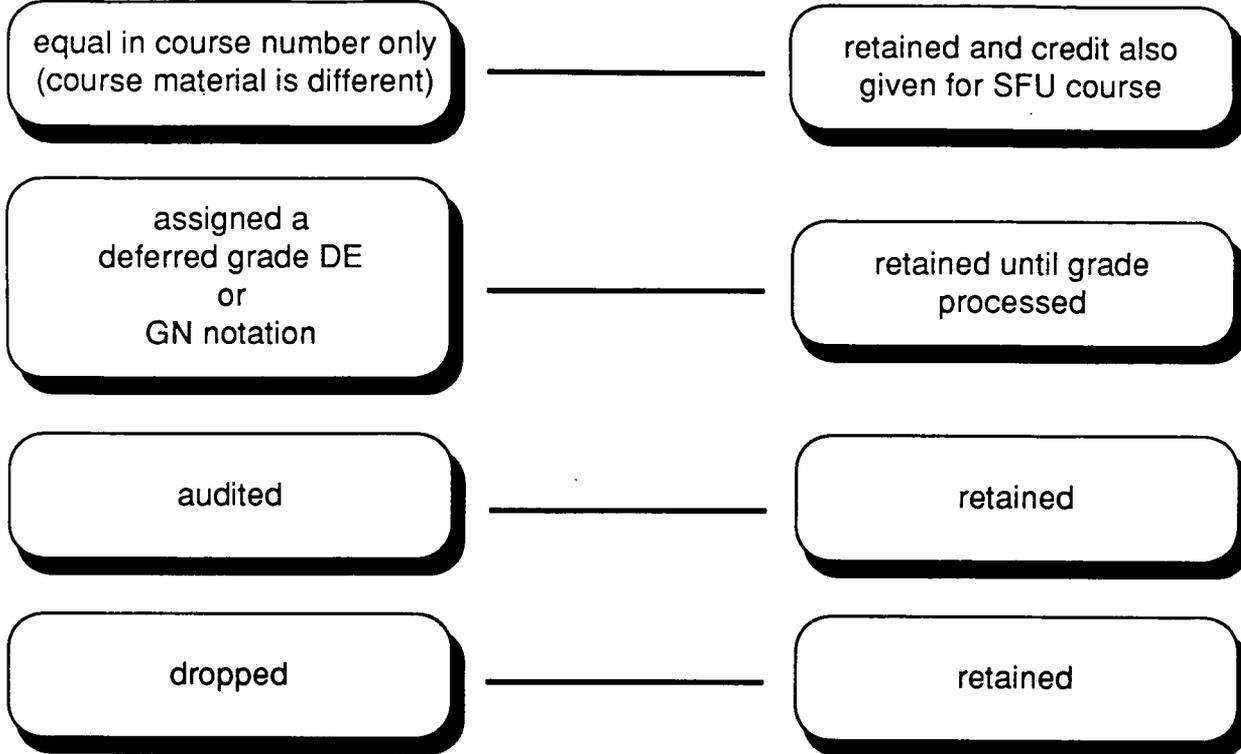
....then transfer credit is....

of equal credit value
or
of greater credit value
or
of less credit value
or
duplicated

retained

If SFU course is....

....then transfer credit is....



Other Considerations

Case 1

A student awarded a credential and working toward a subsequent degree or diploma

Policy: When a credential is awarded the academic record is sealed and transfer credit assigned to the sealed degree or diploma cannot be used for credit again toward a subsequent degree or diploma.

Procedures: A student attempting to register in a course that duplicates type 1 transfer credit assigned to an awarded degree or diploma will be allowed to register for the duplicate course only with the written approval of the department.

Case 2

A student takes work at another institution during their program at SFU.

Policy: The same procedures that pertain to the transfer credit assigned when a student is first admitted to SFU will apply.

Procedure: Letters of permission to take work at another institution are reviewed by departments and a duplicate course will most likely be disallowed. However, if the duplicate becomes apparent only after the work has been completed the procedures described above will apply.

Case 3

A student changes degree programs e.g. from a Bachelor of General Studies to a Bachelor of Arts degree and must reduce the amount of assigned transfer credit to comply with Faculty regulations regarding the maximum transfer credit permitted toward a B.A. degree.

Policy: Special transfer credit regulations apply to the Bachelor of General Studies degree, Bachelor of Education degree and the Bachelor of Applied Science degree in Engineering Science.

Procedure: In the event the change results in surplus transfer credit, it will be deleted from the academic record in accordance with the instructions of the department and/or faculty who will consult with the student.

In the event the program change results in transfer credits being added to the academic record, the courses added will be subject to the procedures described above.