

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>TRANSFERENCE OF EXTERNAL GRADES</b>
<b>Effective Date:</b>	May 18, 2016
<b>Revised Date:</b>	December 22, 2016
<b>Review Date:</b>	May 18, 2026
<b>Approving Body:</b>	Senate
<b>Authority:</b>	<i>The University of Manitoba Act, section 34(1)</i>
<b>Responsible Executive Officer:</b>	Provost and Vice-President (Academic)
<b>Delegate:</b>	Vice-Provost (Students)
<b>Contact:</b>	Vice-Provost (Students)
<b>Application:</b>	Board of Governors members, Senate members, Faculty/School/College Councils and All Employees

### Part I Reason for Policy

- 1.1 The reason for this Policy is to establish guidelines and a protocol for the transference of external grades that are equitable to all University of Manitoba students. This Policy will include regulations on how external grades are displayed on the Official Transcript.

### Part II Policy Content

#### Definitions

- 2.1 The following terms are defined for the purpose of this Policy:
- (a) **"Letter of Permission"** refers to a letter granting institutional permission for Students enrolled in a degree program at the University to take courses at other University-recognized colleges and universities. Courses may be considered for transfer credit provided that such courses are approved in advance by the Faculty/College/School in which the Student is registered.

- (b) **"Official Transcript"** is an official document printed on secure paper and signed by the Registrar that reflects a Student's permanent record at the University of Manitoba.
- (c) **"Policy"** means Transference of External Grades Policy.
- (d) **"Procedure"** refers to a procedure adopted by the Provost and Vice-President (Academic) under section 4.1 of this Policy.
- (e) **"Student"** refers to any person enrolled at the University.
- (f) **"Student Information System"** is any software application that enables the University to manage Student data.
- (g) **"University"** means The University of Manitoba.

### **Vision for the University**

2.2 The goal of this proposal is to establish a Policy where only courses and grades completed at the University of Manitoba will be displayed on the Official Transcript, while still ensuring that comparable grade information remains available in the University of Manitoba Student Information System (SIS) for the purpose of program assessment, pre-requisite verification, and the determination of awards (where applicable).

### **Implementation of Vision**

2.3 The Official Transcript will reflect Student performance at the University of Manitoba. Only courses and grades completed at the University of Manitoba based on the University's established institutional grading practices will be displayed on the Official Transcript.

2.4 Transfer credit information on the Official Transcript will display the source of transfer credit and the hours applied to each specific program of admission within the admission term of that program.

2.5 Courses completed through Letter of Permission/student exchange will display the source of transfer credit and the hours applied to the program of study in the term of study.

2.6 All assessed courses and grades, including unsuccessful attempts (where required) will be attached to the individual student record and maintained in the University of Manitoba SIS for reference and reporting, academic assessment, and pre-requisite checking purposes for registration. Transferred credit will be subject to university rules with respect to Repeated Courses.

2.7 The grades recorded in the SIS will be determined using established grade comparison charts at the time of transfer.

Established reports available to students and academic units for advising purposes will continue to display transfer credit information, including the original course and grade earned at the external institution, and the comparable University of Manitoba course and grade.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Policy is required.
- 3.2 Board of Governors members, Senate members, Faculty/School/College Councils and All Employees are responsible for complying with this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Provost and Vice-President (Academic) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is May 18, 2026.
- 5.2 In the interim, this Policy may be revised or repealed if:
  - (a) the Provost and Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
  - (a) comply with the revised Policy; or
  - (b) are in turn repealed.

**Part VI**  
**Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII**  
**Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Grade Point Averages Policy](#)
  - (b) [Repeated Course Policy](#)
  - (c) [Senate Committee on Admission Appeals Policy](#)