



Procedure Name	<i>Transfer Credit</i>		
Procedure #	AD 5.1	Parent Policy	AD 5.0
Policy Owner	Vice President Academic	Effective Date	September 1, 2026
Procedure Owner	AVP Student Progression & Registrar	Next Review Date	June 5, 2031
Approved by	Vice President Academic	Approval Date	June 5, 2026

1.0 Purpose/ Background

The Transfer Credit procedure outlines NAIT's process for evaluating and awarding transfer credit for post-secondary credit coursework completed at a recognized institution.

2.0 Definitions

Term	Definition
Advanced Standing	Placement into a program beyond the first term of studies based on recognition of prior learning.
Articulation Agreement	A formal agreement between institutions that defines how credits transfer or how credits will be awarded based on prior learning.
Block Credit	The recognition of a group of courses or an entire credential from a sending institution, rather than evaluating each course individually.
Mobility	The ability of students to transition between post-secondary programs of study or (re)enter post-secondary studies after a gap in their education.
Pathway	A formal or informal route that a student follows from one program or institution to another program or institution.
Prior Learning Assessment and Recognition (PLAR)	A process that evaluates non-formal or informal learning for credit or admission.
Recognition of Prior Learning (RPL)	A general term for processes that assess and recognize learning acquired outside of NAIT credit programming.
Residency Requirement	The minimum number of credits in a program that must be taken through NAIT in order to receive a credential.
Sending Institution	A recognized post-secondary institution where a student originally completed coursework or a credential that is being considered for transfer credit by NAIT.
Shelf Life	A limit on the amount of time that may have elapsed since a student completed a course or experience for it to qualify for RPL.
Transfer Credit	Credit granted for post-secondary level, credit coursework completed through a recognized institution and applied towards a NAIT degree, diploma, or certificate.
Transfer Credit Decision	The formal outcome of an institutional review process determines whether a course or credential completed at a recognized institution is eligible for credit



Term	Definition
	toward a NAIT program. This decision is based on an evaluation of course equivalency, learning outcomes, credit hours, and recency (shelf life).
Unassigned Credit	Transfer credit granted for coursework that does not directly equate to a specific course at NAIT. Unassigned credit is only used towards elective courses.

3.0 Procedures

3.1 Transfer credit may be awarded towards NAIT degree, diploma, or certificate programs.

- 3.1.1 Transfer credit is awarded based on post-secondary level credits earned at a recognized institution.
- 3.1.2 Transfer credit is one specific form of Recognition of Prior Learning (RPL). The Prior Learning Assessment and Recognition procedure (to be developed) will describe other ways of awarding credits towards NAIT programs that are not based on post-secondary credits earned at another institution.

3.2 Transfer credit decisions are made by a subject matter expert in the Office of the Registrar or in a NAIT school.

- 3.2.1 Transfer credit decisions at NAIT are precedent-setting. Once NAIT makes a transfer credit decision for a course, that decision is used for all future students with the same course until it is later reviewed.
- 3.2.2 NAIT provides information about previous transfer credit decisions to help prospective students and applicants understand how their previous coursework may be recognized.
- 3.2.3 Transfer credit decisions are initiated either by a student submitting a request for transfer credit or directly by NAIT through a review of sending institution coursework.
- 3.2.4 Before a subject matter expert makes a transfer credit decision, the Office of the Registrar first reviews the course from the sending institution to confirm:
 - The institution is recognized or accredited.
 - The student received credit for the course.
 - The course is at a similar academic level to the NAIT course.
 - The course has similar credit hours or learning volume, even if the institutions calculate credit hours differently.
 - For student-initiated requests, the student earned at least a 2.0 Grade Point Value equivalent.
 - For student-initiated requests, the course is still within its shelf life.
- 3.2.5 A transfer credit decision may result in a student receiving:
 - Assigned credit, matched to a specific NAIT course,
 - Unassigned credit, or
 - Denial of credit
- 3.2.6 Partial credits are not awarded.



- 3.2.7 Transfer credit decisions should not be based on factors such as:
- Course title / course code;
 - Perceived prestige of sending institution;
 - Teaching style;
 - Assessment methodology;
 - Mode of delivery;
 - Language of instruction
- 3.2.8 Transfer credit decisions are based on a comparison of the content and depth of learning between one or more external course(s) and a NAIT course. Transfer credit is granted when the external course(s) covers at least 80% of the NAIT course's learning outcomes.
- 3.2.9 Unassigned credit may be granted when the sending institution coursework is acceptable for credit towards the NAIT program but does not meet the 80% learning outcome requirement for assigned credit. Unassigned credit may only be applied to elective courses.
- 3.2.10 Previous transfer credit decisions will be reviewed at the earliest of the following dates:
- When the NAIT course has a substantial revision to its learning outcomes.
 - When NAIT is notified that the sending institution's course has undergone a substantial revision.
 - When five years have passed from the date of the external course outline on which the decision was based.
- 3.2.11 Reviews of transfer credit decisions may also be initiated under other circumstances, such as when there are changes to legislation or to governing body processes.
- 3.3** Except where indicated differently under an articulation agreement, NAIT applies shelf life rules before awarding transfer credit to a student.
- 3.3.1 The shelf life for transfer credit at NAIT is:
- 7 years for 1000-level (first year) coursework.
 - 5 years for 2000-level and higher coursework.
- 3.3.2 An exception to transfer credit shelf life may be considered when the program area confirms that the student has demonstrated continued mastery of the relevant learning outcomes and is prepared for success in subsequent coursework and as a future NAIT graduate.
- 3.3.3 Shelf life for courses that have a lab component tied to professional competency profiles may be subject to further review by the program area, in consultation with the Office of the Registrar.
- 3.4** Block credit may be granted by NAIT when a student has completed a credential or a substantial portion of a program at another recognized institution. Block credit may be used to grant advanced standing, allowing students to enter directly into the second term, or into the second or third year of a NAIT program.



- 3.4.1 Block credit may be granted in the following scenarios:
 - When a formal articulation agreement between institutions defines block transfer arrangements, e.g., in the form of a laddering agreement.
 - For diploma-to-degree pathways: When a student has completed a college diploma and is transferring to a NAIT degree program.
- 3.4.2 Block transfer decisions require that the sending program closely aligns with the NAIT program in both learning outcomes and academic level.
- 3.4.3 When a student receives block transfer credit, they cannot receive additional transfer credit from any courses that were part of the credential or program used in the block transfer.

3.5 Individual students seeking transfer credit will follow these procedures.

- 3.5.1 Students applying for admission to NAIT may be required to indicate in their application if they are seeking transfer credit.
- 3.5.2 NAIT may charge a fee for transfer credit requests. Information about fees will be listed on nait.ca.
- 3.5.3 Applicants must provide official transcripts of previous post-secondary coursework completed.
- 3.5.4 To request a transfer credit decision, students must submit a formal transfer credit request and provide detailed course outlines (syllabi) from the specific year they completed the external course(s). Course outlines must include the course description, learning outcomes, and enough detail to show the breadth and depth of topics covered in the course. NAIT may request additional documentation if the provided outline does not contain enough information to make a transfer credit decision.
- 3.5.5 Deadline - Students should submit all required documentation for transfer credit evaluation no later than four weeks prior to the start of the term in which they are enrolled or intend to enroll in the relevant NAIT course. Requests submitted after this deadline may not be processed in time for the student to make registration changes without incurring academic or financial consequences.
- 3.5.6 NAIT may require additional information in order to make a decision. Students must check their email and MyNAIT portal and complete any required follow-up actions by the specified deadline; otherwise, their transfer credit application may be cancelled.
- 3.5.7 NAIT seeks to make transfer credit decisions within three (3) weeks of receipt of a complete request from the student.
- 3.5.8 If a student is eligible for transfer credit, whether based on a new decision or an existing one, the credit will be added to their record only after the student has accepted their offer of admission.
- 3.5.9 NAIT will notify the student by email after transfer credit has been posted. The student is then responsible for meeting all financial and academic deadlines if they choose to



drop any NAIT courses they are no longer required to take. Students should be mindful of the implications to their courseload / full-time status when dropping courses.

- 3.5.10 Students must meet NAIT's residency requirement by successfully completing a minimum of fifty percent (50%) of the program requirements for their credential at NAIT. Transfer credits do not count toward this requirement.
- 3.5.11 Transfer credits awarded appear as CR on the transcript and are not included in GPA calculations.
- 3.6** When a transfer credit request is denied, NAIT will provide the student with an explanation of the reason(s) why the denial occurred.
- 3.7** A student who disagrees with the results of a transfer credit decision may submit a Recognition of Prior Learning appeal, as described in the Academic Progression Appeals Procedure (AD 2.5). Appeals must be submitted within the specified timelines.
 - 3.7.1 While awaiting an appeal decision, the student should remain enrolled in the relevant NAIT course. When the final decision from an appeal is made after the drop deadline of the term and results in transfer credit being granted, the student will be allowed to drop the NAIT course without academic or financial penalty.
- 3.8** Letter of permission - A NAIT student may choose to take a course at another recognized institution and use it toward their NAIT program – for example, if a required course is not offered in a given term, or if the student wants to complete their program sooner.
 - 3.8.1 If NAIT has not already published a transfer credit decision for the course(s) involved, the student should request a letter of permission at least four weeks before enrolling in the external course to receive pre-approval of transfer credit. Course outlines must be provided.
 - 3.8.2 When a student requests a letter of permission, NAIT will make a transfer credit decision using the same rules described in this procedure. If approved, the Office of the Registrar will issue a formal letter of permission.
 - 3.8.3 After completing the external course, the student must provide an official transcript and contact the Office of the Registrar to have the transfer credit applied to their record.

4.0 Exceptions to the Procedure

- 4.1** Exceptions to this procedure must be documented and formally approved by the Procedure Owner. Procedure exceptions must include:
 - The nature of the exception
 - A reasonable explanation for why the procedure exception is required
 - Confirmation that the exception aligns with the general principles
 - Any risks created by the procedure exception and how they will be managed.



5.0 Related Documentation

5.1 AD 5.0 Recognition of Prior Learning Policy

Document History

<i>Date</i>	<i>Action/ Change</i>