



PROJECT SNAPSHOT

Lakehead University Development of Transfer Credit Assessment (TCA) Guidelines

Type: MapIt Institutional Process Mapping Project Phase 2

Project Number: S2250

Project Lead: Lakehead University

Project Summary

This project will enhance the transfer credit process through the development of transfer credit assessment (TCA), guidelines and decision-making for course-by-course TCA at Lakehead University. This project includes the development of training materials required to effectively advise subject-matter experts in their assessments.

Project Rationale

Informed by the Lakehead University MapIt Project (M2119) the development of TCA guidelines will address one of the areas in the detailed transfer credit process map identified as needing significant change.

Additionally, lessons learned from the ONCAT DataPilot Project (D2104), and other pathway creation projects, emphasize the need for a comprehensive and consistent approach to award transfer credits in support of student mobility and in the creation of an equitable and accessible post-secondary sector.

Results

The key outcomes established for this project included the development of TCA guidelines and the creation of supplementary resources/support materials for subject-matter experts.

Challenges

While the project team experienced very few challenges, there was some difficulty locating an abundance of literature focused on transfer best practices and formal conventions. This did, however, highlight the nuances and complexities (especially in the context of international curricula) of transfer credit.

Student Outcomes

The development of TCA Guidelines ensures a transparent process, providing clarity to prospective and current students on the process in which Lakehead University accepts and assigns transfer credit. Guidelines make it clear how, and under what circumstances, students can expect to receive individual transfer credit. These guidelines provide assurance that transfer credit assessment is managed in a fair, consistent, and equitable manner, across and within departments.

A standardized approach eliminates the need for 'guesswork' on the part of the institution and will improve response times. By eliminating ambiguity, the transfer process for course-by-course evaluations can be effectively managed with less time wasted in communicating gaps in understanding and practice. This will result in a more timely assessment decision to prospective and current students.

Additionally, as part of these guidelines, an appeals process has been proposed. This will empower students to request a reevaluation through the appropriate channels should it be determined necessary.

Institutional Outcomes

Transparency builds trust, essential to shared governance. The development of guidelines provide clarity on the role that each member plays (faculty, staff, and students) in the transfer credit evaluation process.

Guidelines also support collective organizational knowledge accessed by any member in time of need.

Documenting guidelines will also ensure best practices are being followed. With detailed documentation in place, process improvements can be tracked and evaluated to determine whether future revisions yield expected results.