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## **Transfer of credits to the Mature Student High School Diploma, including “older credits” (credits completed more than 10 years ago)**

The Senior 1 [grade 9] to Senior 4 [grade 12] Mature Student Graduation Requirements (2003) policy document refers to the transferring of credits to the Mature Student High School Diploma (MSHSD), including the transfer of credits completed more than 10 years ago.  
(see page 3 of [http://www.edu.gov.mb.ca/ks4/docs/policy/mature/msgrequire\\_03.pdf](http://www.edu.gov.mb.ca/ks4/docs/policy/mature/msgrequire_03.pdf)).

The following provides further policy and procedural clarification when transferring credits.

### **MSHSD four compulsory Grade 12 credits:**

Normally, the learner will complete the required Grade 12 courses while enrolled at the ALC. In some instances, it may be appropriate to use previously-earned credit(s) to fulfill one or more of the MSHSD Grade 12 credit requirements.

The MSHSD policy document notes that “[c]redits completed more than 10 years ago should not be forwarded without permission of...Manitoba Advanced Education and Training.”

### **ALL believes the education director and ALC staff are best positioned to determine whether a transfer of credit(s) is in the best interest of the learner.**

The transfer of any credit, whatever the “age”, and the combination of credits that serve to fulfill the MSHSD’s requirements, should support the student’s learning plan. The following may serve as a guideline when considering a transfer of credit(s):

- ♦ The transfer of credits helps the learner reach his/her goal
- ♦ The transfer of credits does not create a barrier to any post-secondary, training, or work situations the learner intends to pursue – i.e., the transferred credit is acceptable to any of the above, where applicable
- ♦ The transferred credits do, indeed, go towards fulfilling the credit and program requirements of the MSHSD
- ♦ The transferred credit was earned at an accredited or appropriately recognized educational institution (i.e., is recognized by the Ministry of Education in the province or country in which it is located)
- ♦ Where a credit cannot be validated with appropriate documentation, it is deemed by the education director as “not eligible” for transfer to a MSHSD
- ♦ The learner received a passing grade in the course under consideration for transfer
- ♦ The transferred credit is assessed accurately for equivalent credit value (e.g., an Alberta 3-credit course is 62.5 hours of instruction and equates to a Manitoba 0.5 credit course)
- ♦ The transferred credit does not cast a negative light on the learner’s current academic accomplishments (e.g., it may not be appropriate to use previously-earned M-designated credits to fulfill MSHSD requirements)
- ♦ In the case where the transferred credit is used to fulfill the compulsory math and/or English credit, there is evidence that the learner has been assessed as currently operating at a Grade 12 level in these subjects

If the education director deems the older credit eligible and suitable for transfer, ALL requires only the following information:

**Course name, level, and credit value, as they appear on the transcript**

This information may be emailed to [Heather.Kilbrai@gov.mb.ca](mailto:Heather.Kilbrai@gov.mb.ca)

**ALL is available for further consultation should questions arise when evaluating credits for transfer.**

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**MSHSD remaining four grade 9 to grade 12 credits:**

ALL does not require any further information regarding the transfer of any previously-earned credits used to fulfill the MSHSD's remaining four grade 9 – grade 12 credits, including those completed more than 10 years ago.

**Documenting transferred credits:**

The learner is responsible for supplying all necessary documents/transcripts to assist in the transfer of credits.

Official documents/transcripts or certified copies of the originals issued from the school or Ministry of Education are required for transfer purposes.

If the learner is from out of province and requires a transcript, please contact that province's Ministry of Education directly for information. Alternatively, Adult Learning and Literacy (ALL) may also be able to provide contact information. (Note: B.C., Saskatchewan, Nova Scotia, and Newfoundland have provincially-recognized adult-specific credits that may be eligible and suitable for transfer.)

**Learners' files must include copies of all transcripts and/or documentation that verify the origin and validity of any transferred credit(s).**

Transcripts/documentation on which the transfer of credits has been based should clearly identify the following:

- Course name and level
- Course credit value
- Date course was completed
- Mark achieved
- Where the course was completed (education institution, province, country)
- Any other information which supports the transfer of credit

**Out-of-province credit equivalencies:**

Education directors have the authority to appraise equivalencies for out-of-province educational credentials. The following web site may be of use: <http://www.cmec.ca/tguide/index.en.stm>

Assessing older credits can be challenging. Determining older, out-of-province credit equivalencies can be particularly challenging. Where feasible, ALL will provide information and guidance. (It may be necessary for ALL to request a copy of the documentation/transcript in order to proceed with an informed review of the credit under consideration for transfer).

Canadian citizens who obtained their education abroad and Landed Immigrants with foreign credentials qualify to have their credentials assessed at no charge through the Academic Credentials Assessment Service (ACAS). Contact ACAS at 945-6300 for further information.

ACAS does not evaluate specific course credits but can identify individuals who have the equivalent of a Manitoba high school diploma. Please note that individuals who receive an Academic Credentials Report from ACAS that indicates they have achieved the equivalent of a Manitoba high school diploma in their country of origin *should be treated as post-diploma learners*.

**Reporting credits:**

Course code 0691 allows the recording of out-of-province credits from 0.5 through 28 credits.

Recommendation: where a credit has been assessed as meeting the learning outcome requirements of a Manitoba credit, the *ALC-issued transcript* should provide a description to this effect (e.g. 0691 for a B.C. Adult Basic Education Advanced Level chemistry credit: transcript could note that this credit satisfies 1 credit at Manitoba's grade 11 level).

Course code 9990 allows the recording of in-province credits from 0.5 through 28 credits. The Student Records Unit stores the following completed high school credits:

June 1947 – June 1967:	Grades 9 – 12
June 1968 and June 1969:	Grades 10 – 12
June 1970 – June 1974:	Grade 12 only
June 1975 – June 1992:	Grades 10 – 12
1992/93 to present:	Grade 9 (also known as Senior 1) – Grade 12 (also known as Senior 4)

Where a transfer credit is used towards the MSHSD, and it has not been previously recorded with Student Records as per the information above, it will be necessary to report the credit using course code 9990. This will ensure the learner's provincially-issued transcript indicates the completion of the MSHSD's 8 credits. (e.g. If a learner has a school-issued transcript indicating a grade 10 credit earned in 1973, the ALC will report 1.0 credit using course code 9990 to Student Records, along with the credits earned at the ALC).

#### **Transcripts:**

In accordance with 16(1)(c)(v) of the *General Regulation*, the ALC must prepare a transcript that includes all credits a learner completed while in attendance at the centre, as well as credits carried forward from his or her previous education that have been accepted for use towards the high school diploma. The credits carried forward should include the original course name and level, the year the credit was earned, and the mark achieved.

The transferred credit(s) should be distinguished from those earned at the ALC in some manner.

#### **Restriction on granting the MSHSD:**

The MSHSD cannot be claimed retroactively solely on the basis of courses previously completed at the senior years level.

#### **“Regular” diploma:**

Students seeking to graduate in:

2007-08	2008-09	2009-10 and beyond
require a minimum of 28 credits	require a minimum of 29 credits	require a minimum of 30 credits

This increase is a result of the addition of one compulsory physical education/health education credit at each of the Grade 11 and Grade 12 levels. Learners who earned credits prior to the above timeframe will not be exempt from the new graduation requirements as they come into effect. Further details can be found at [http://www.edu.gov.mb.ca/k12/docs/parents/grad/grad\\_require.pdf](http://www.edu.gov.mb.ca/k12/docs/parents/grad/grad_require.pdf)

The Mature Student High School Diploma requirements are not affected; eligible learners with older credits are advised to complete the MSHSD.

If you have any questions about this policy guide, please contact:

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