

 <b>BRANDON UNIVERSITY</b>	<b>Bachelor of Arts/Bachelor of Education Integrated Program Transfer Student Admissions Policy</b>	<b>Approved by:</b> Education Faculty Council
<b>Faculty of Education Administrative Policy</b>	<b>First Approved:</b> February 7, 2020	<b>Updated:</b> December 4, 2020

### 1.0 Policy General Purpose

The purpose is to identify and formalize a policy and procedures for processing applications for admission into the Bachelor of Arts/Bachelor of Education Integrated Program (IP) by internal and external transfer students.

### 2.0 Policy Guidelines

#### 2.1 Internal Applicants:

For internal applicants, wishing to transfer from another degree program into the Integrated Program, they will be required to complete a Degree Change form and present it to the Office Assistant, Undergraduate Programs in the Faculty of Education. The Office Assistant will be required to present the applicant's file to the Undergraduate Education Committee (UEC) for a vote on admissibility of the applicant.

The decision of the committee will be communicated by the Office Assistant to the applicant, and if the applicant is admitted, the Office Assistant will ensure processing of the paperwork for a Degree Change.

A Degree Change form must be completed prior to the applicant being able to enrol in Education courses.

#### 2.2 External Applicants:

The Admissions Department will process applications for external applicants; these applications will be assessed for potential transfer credits. Those with an excess of 30 credit hours of potential transferable credit will not be admitted to the Integrated Program, but will be offered admission to a bachelor degree program and advised of the After Degree Program, if all other conditions of admission are met.

Those applicants with 30 credit hours or less of potential transferable credits will be admitted to the Integrated Program, providing all other conditions of admission are met.

#### 2.3 Special Cases and Appeals:

In instances where there is uncertainty about whether or not an applicant should be admitted, for example cases in which students have more than (but very close to) 30 credit hours of potential transferrable credit where it appears as though several of the credits may

not count towards the Integrated Program requirements, admissions may choose to refer the application to the UEC for review. If this is the case, the UEC will discuss the application and (through the Office Assistant, Undergraduate Programs) communicate a decision to both the admissions office, and to the student via internal memo or email.

**3 Scope of the Policy**

Applies to all internal and external transfer student applicants for the Bachelor of Arts/Bachelor of Education Integrated Program (IP) in the Faculty of Education, with the exception of applicants with transfer credit from the Assiniboine Community College (ACC) Education Assistant (EA) or Early Childhood Educator (ECE) programs, as these applicants fall under a separate Articulation Agreement between ACC and Brandon University.

**4 Definitions**

None

**5 Reference to Other Policies**

None

**6 Approval Process**

Faculty of Education

**7 Appendices**

N/A

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**Procedures**

Inquiries may be directed to the Office of the Dean of Education at [deanofed@brandonu.ca](mailto:deanofed@brandonu.ca) or (204) 727-9616.

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