



MEMORANDUM

To: Executive Committee of Faculty Council (November 24, 2021)
Faculty Council (December 16, 2021)

From: Professor Dionne Aleman
Associate Dean, Cross-Disciplinary Programs

Date: December 1, 2021

Re: Limiting the Number of Transfer Credits for Engineering Minors and Certificates

REPORT CLASSIFICATION

This matter will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members present and voting to carry).

BACKGROUND

The Faculty's existing undergraduate minors and certificates, offered through the Cross-Disciplinary Programs Office, have over the years allowed exchange courses and incoming transfer credits to count towards our minors and certificates.

It is becoming increasingly common for our students to pick up their CS/HSS elective courses including ones relevant for the Minor in Engineering Business elsewhere over the summer. The move to online programming has only increased the demand for this from our students. Students are generally picking up one or two, occasionally three courses from another university during the summer term. However, they could easily accumulate four or five of these transfer credits over two summers. We also allow student to use IB and AP credits in economics for the Minor in Engineering Business.

The Admissions Office (which handles all transfer credits) has confirmed that there is a limit of 50 percent transfer credits for degree programs, and they feel it may be reasonable to impose a similar limit for minors and certificates.

PROPOSED CHANGES

We propose to limit the number of transfer credits counting towards a minor to three courses (1.5 FCE) per minor and limit the transfer credits for a certificate to one course (0.5 FCE) per certificate. Any students who had more than those course limits approved for their minor or certificate prior to September 1, 2021 will be grandfathered.

CONSULTATION

This policy change has been discussed with the Admissions Office and was endorsed by the Undergraduate Curriculum Committee.

RECOMMENDATION FOR FACULTY COUNCIL

THAT the number of transfer credits counting towards minors and certificates be limited as described in Report 3709 Revised.