

The following policy was approved by the Faculty of Engineering at its meeting of Oct. 12/99.

**Policy for Course or Work Term Credits
in
Bachelor of Engineering Degree Programs**

Preamble

Canadian undergraduate engineering programs are accreditable by the Canadian Engineering Accreditation Board (CEAB). Accreditation may be granted for a period of one to six years subsequent to a detailed review by a visiting team. Accredited programs must satisfy the requirements set by the CEAB. The granting of credits for a course in an accredited program based on a course or courses taken at another institution requires that the courses be equivalent from an accreditation point-of-view. This policy for the granting of course credits, program changes and prerequisite waivers in Bachelor of Engineering Programs at the University of Victoria is aimed at defining a process which meets Faculty of Engineering standards and satisfies CEAB requirements.

Co-operative Education is a mandatory component of the Engineering programs at UVic. Thus, the granting of transfer or experience credits for work terms also follows the procedures set out below.

Procedures for obtaining “University” Transfer Credits

“University” transfer credits are normally determined by Admissions Services at the time a student first enters the University of Victoria or by Records Services when the student submits a transcript for authorized work completed at another institution once they have commenced courses at UVic. Transfer evaluation is done for non-engineering courses, i.e., those with prefixes other than ENGR, ELEC, CENG, MECH and SENG.

“University” transfer credit courses will appear on the student’s transcript and will show the number of units of credit awarded for transfer. [Note: The Bachelor of Engineering Program only recognizes transfer credits for courses with final grades of C- or higher even though transfer credits for courses with lower grades may appear on the UVic transcript.]

Procedures for obtaining “Bachelor of Engineering” Transfer Credits

1. All students wishing to apply for “Bachelor of Engineering” course or work term credits, based on a course or courses taken at another institution, must do so within the first four months after entry to the B.Eng. Program. Students who, with permission of the B.Eng. Office, take a course outside the Faculty must seek approval for credit within four months of completing the course. No requests will be considered after these deadlines.
2. All course credit requests should be directed to the B.Eng. Office. Any credit requests for courses not included in a current list of courses approved for transfer credit will be forwarded to the appropriate Departmental Chair for consideration. The Chair of the Department will determine the recommendation of the Department and forward it to the B.Eng. Office who will post the credits to the appropriate University database.
3. Students wishing to obtain a “Bachelor of Engineering” course credit must prepare and submit the following:
 - (a) a letter clearly stating the credit requested
 - (b) calendar course description (and/or syllabus) of course(s) to be used to obtain the credit
 - (c) identification of the textbook used (title, author, publisher only)
 - (d) lecture notes, examination papers, tests, assignments, lab reports, etc.

A Department may request additional material for further clarification.

4. Course credits related to Bridge Students are handled in the B.Eng. Office on the basis of the Bridge Program Agreement.
5. Determination of course equivalence shall address the following points:
 - (a) The extent to which the course material overlaps (a minimum overlap of 80% will be considered satisfactory).
 - (b) Student performance equivalent to a Grade of C- or higher will be considered satisfactory.
 - (c) Course load (should be comparable).
 - (d) Laboratory required (should have similar requirements).
 - (e) Year in which course was taken (should not precede current date by more than 3-6 years depending on subject).

In addition, for courses taken from non-accredited programs, the following point should be addressed:

- (f) Depth and type of coverage.

In some instances, particularly in technology diploma or certificate courses, material covered in a course is broad but may lack depth. Such courses are intended for training rather than for providing a thorough understanding of principles characteristic of university level courses. Prerequisites to a course may be indicative of its level.

6. A list of courses that have been approved for “Bachelor of Engineering” transfer credit is maintained by the B.Eng. Office. Once approved, transferability is valid for three years unless there is a significant change in the UVic course or other circumstances indicate that an earlier review of continued credit is necessary.
7. All work term credit requests should be directed to the Engineering Co-op Office. Students wishing to obtain work term credit must fill out a Work Term Transfer Credit Application form or Work Term Challenge form (available in the Co-op Office). If a transfer credit or challenge is approved, the Engineering Co-op Office will post the credit to the appropriate University database.
8. Determination of work term equivalence shall address the following points:
 - (a) Level and relevance of experience
 - (b) Student performance (passing grade required)
 - (c) Submission of reports (one satisfactory report for each work term)
 - (d) Length of work period (minimum of 13 weeks per work term)

Aggregates of work terms may be considered (for example three 10-week work terms at a College may be considered for two work term credits).

Transfer Applicants

Applicants Transferring from First-Year Science

Applicants who have completed first-year Science at a university or college are eligible to be considered for admission. Applicants will be evaluated on a course-by-course and student-by-student basis. Applicants in this category should normally have taken at least 12 units of courses which transfer to the University of Victoria as CSC 110, MATH 100 and 101, PHYS 120 or 112, ENGL 115 or 135 or another first year English course, and 4.5 units of other electives.

The following courses are recommended as electives: CSC 115, CHEM 101 and 102, MATH 233A and a technical writing course. Students admitted with less than 15 units of credit that are applicable to the program may be required to take courses during work term W2 and complete this missing work after term 4B.

...

CREDIT FOR COURSES OFFERED BY OTHER FACULTIES OR INSTITUTIONS

The Faculty of Engineering may grant credit to applicants to the B.Eng. degree program for courses taken at UVic or at other post-secondary educational institutions. Credit will be considered only for courses that are equivalent to courses in the B.Eng. degree program and in which satisfactory performance has been achieved. For courses with prefixes ENGR, SENG, ELEC, CENG and MECH, detailed documentation supporting the credit request may be required; students should contact the B.Eng. Office for specific instructions prior to beginning studies in the Faculty. Credit for work completed while outside the program will only be granted for courses in which a grade of C- or higher, or the equivalent, was awarded. For some courses a higher minimum grade may be required.

Exemption for courses taken at UVic

Exemptions are given, on a course-by-course basis for students transferring into the B.Eng. program, for the following Engineering courses when the exemption course(s) are taken at the University of Victoria.

Exemptions for B.Eng. Program Courses

| <u>Engineering Course(s)</u> | <u>Exemption Course(s)</u> |
|------------------------------|------------------------------------|
| CSC 160 | CSC 115 |
| CHEM 150 | CHEM 101 and 102 |
| MATH 133 | MATH 233A |
| PHYS 122 | PHYS 120 |
| PHYS 122 | PHYS 112 with grade of C or better |
| PHYS 122 and 125 | PHYS 112 with grade of B or better |
| ELEC 216 | PHYS 216 |
| ENGR 240 | ENGL 225 or 240 |
| STAT 254 | STAT 260 |