



Child and Youth Study Practicum

Challenge for Credit

Prior Education

Standard Operating Guidelines and Procedures

Policy Number	0002
Title	Challenge for Practicum: Prior Education Credit
Regarding	Transfer Students with practicum credits not yet transferred
Effective Date	May 2013, Revised April 2017
NOTE:	All required Documents must be submitted in ONE package.

Transfer students enrolled in the Bachelor of Arts (Child and Youth Study) program may Challenge for Credit one practicum [.5 unit] (one of CHYS 2251, CHYS3351, CHYS3352, CHYS4451) based on practica credits earned at another recognized education institution for which credit has not already been received. Students who have received 11 units of transfer credit are ineligible to challenge for further credits as per university regulations. A maximum of 2 Practicum credits [1.0 unit] can be received through Challenge for Credit – this includes credits received by PLAR at another institution.

Students interested in Challenging for Credit based on prior education must meet the following criteria:

- Successful completion of one MSVU Child and Youth Study practicum. The decision to accept the challenge takes into account the applicant's performance across all criteria in the completed Child and Youth Study practicum.
- be in good academic standing at the time of the application (not on Academic Probation)
- have a minimum CGPA of 2.0 in the previous term

Students who meet the above criteria must submit the following documentation, to be reviewed by the CYS Practicum Coordinator and Department Chair.

1. The completed Challenge for Credit Application form (page 3).
2. A cover letter addressed to the CYS Practicum Coordinator stating the intent to challenge a specific CHYS practica, and providing a logical argument for the Challenge with reference to the required documentation.
3. Course description and formal evaluations (mid-term and final evaluations) of the practica completed at your former institution. Materials must be dated and include appropriate signatures to be considered valid.

4. A supporting letter from a faculty member at the institution from which the credit was received identifying the following – dated, signed and on appropriate letterhead:
 - Course name and number of the completed practica at your former institution.
 - Date and location of practica placement.
 - Number of hours completed.
 - General commentary on the quality of the student's performance.

If the application is declined, the student will be informed by email along with details for the decision (copied to the Chair of the Child and Youth Study Department).

If the application is approved, the student and the Registrar's office will be informed by email. Once the course is added to the student's account the student must submit the payment for the course credit.

A scanned copy of submitted material will be placed in the student's electronic file and originals will be returned if requested.

Students who have received 11 units of transfer credit, are ineligible to challenge for further credits as per university regulations.

****Please allow a minimum of four weeks for processing.***

Students who plan on graduating by the fall convocation must have submitted their completed application by September 10th.

Students who plan on graduating by the spring convocation must have submitted their completed application by April 15th.

The University's policy on transfer, challenge for credit and prior learning assessment limits total credits to 50% of a program.

Challenge for Credit Application

Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498 registration@msvu.ca

Please complete the form and submit to the Registrar's Office for permission to challenge a course for credit.

Approval from the Department Chair must be obtained prior to submitting this form to the Registrar's Office.

You must attach an outline of your knowledge or skills which you feel justify the following challenge.

Student ID# Last Name First Name(s)

Program of Study (_____) _____
Phone Number Mount Email Address

I, the undersigned, am applying for permission to challenge the following course for credit:

Mount Course Information

Course Number (ie. BUSI 1112) Course Title

Department Chair Approval

Date

Department Chair's Signature

The **tuition fee** to challenge a course is one-half of the normal tuition rate for the course (non-refundable).

The fee is paid before you write the exam or complete the work required by the Department.

Students may Challenge for Credit only once for a course, and the results of the challenge will be recorded on the transcript. Students **must achieve a minimum grade of C** in order to receive credit for a course. Where the challenge grade is C or higher, the actual grade is recorded. Where the grade is C- or lower, a notation of NC (no credit) is recorded.

If your application is approved, you will be advised by the Registrar's Office of how to proceed.

Date

Student Signature

OFFICE USE ONLY

Approval Granted Yes No

Approval Date: _____

Approved By: _____

Registration Date: _____

Registered By: _____