

# Canadian University Graduate Transfer Agreement (CUGTA)

## Terms of Reference

### Purpose

The Agreement is to provide students in good standing enrolled in a graduate degree or diploma program at a CAGS member university the opportunity to avail themselves of courses offered at another member institution (host) for transfer credit to the program at their institution (home). The definition of "home" is the institution in which the student applicant is enrolled and is expected to provide the graduate degree or diploma. The "host" is defined as the institution at which course credits can be obtained that can be counted toward a degree or diploma at the home institution.

### Approval of Applicants

The intent of this Agreement is that such an arrangement would prove to be to the mutual advantage of the host and home institutions.

Whereas there may be imbalances apparent within specific programs in the short term, whether an institution serves as either home or host, at an institutional level a balanced reciprocity should, at least in principle, occur in the long run.

Students applying to take advantage of this Agreement would not be required to go through the normal application process associated with being accepted as a transfer student. The only documentation required to process such cases would be the single page request form. In other words, a student in good standing at any member institution would not require any additional documentation other than the completed application to access transfer credit courses at any member host institution.

### Eligibility

1. A student applying for consideration under this Agreement must be in good standing at the home institution.
2. Both host and home institutions must hold membership in CAGS.
3. Courses applied for must be deemed integral to the student's program by the home institution.
4. The Agreement applies only to graduate level courses.
5. The number of courses taken under this Agreement can be limited by the number of courses allowed for transfer credit at the home institution or the number allowed at the host institution, whichever number is less.
6. Special topic or independent studies courses involving a single individual will normally not be available to applicants under this Agreement.
7. Where course limits are in effect, a host can give priority to its own students with students applying under the Agreement being offered spaces in classes only where excess capacity allows.
8. Previous acceptance of an application under this Agreement does not imply subsequent approval of such a request by either the home or host institution.
9. A proposed host may refuse to accept any application under this Agreement without providing cause.

