

A photograph of a young woman with long dark hair and glasses, smiling and holding a book. She is wearing a blue and white striped shirt. The background is a blurred indoor setting with large windows. The image is partially covered by a green diagonal overlay on the left and an orange diagonal overlay on the right.

Take Your Education Further

Build on What You've Earned

[CBU.ca/transfer](https://www.cbu.ca/transfer)



TABLE OF CONTENTS

Introduction	2
Get Credit for Your Prior Learning & Work Experience	3
Scholarships & Financial Aid and Steps to Apply	4
Steps to Apply for Transfer Credit	5
Frequently Asked Questions	6

Don't Start Over. Start Ahead.

At **Cape Breton University (CBU)**, we recognize the value of the education you've already earned. Whether you're returning to CBU, transferring from another institution, or have studied elsewhere, your previous coursework may be applied toward your degree.

Students who have been successfully admitted to CBU, have previous post-secondary experience or earned workplace experience, can apply for transfer credit helping you save time, reduce costs and move you closer to your education and career goals.



I transferred to CBU from NSCC to continue my education and earn my Bachelor of Arts Community Studies degree. The transfer process was easy, and the Unama'ki College staff were there for any help or support that I needed.

MELANIE MICHELLE,

Social Services NSCC Grad, BACS, CBU Grad

Get Credit For Your Prior Learning & Experience

Transfer Credits

Transfer credit is awarded for any course a student has successfully taken that is a good match with a course offered by CBU. Students can use these credits to fulfill up to 50% of the course requirements for their CBU degree.

A transfer credit assessment (TCA) is the process that determines the amount of credits for which you are eligible that can be applied to your degree at CBU.

On your application, make sure to choose 'Yes' to the question 'Are you applying for transfer credits?' and list all of the institutions you have attended.

Articulation Agreements

Articulation Agreements, also called transfer agreements or transfer pathways, document a pathway between two or more colleges or universities and their academic programs. It is an official guarantee that courses completed at one college and/or university will be accepted when a student transfers to another college and/or university, should they meet the program requirements.

Cape Breton University has active Articulation Agreements with accredited colleges and universities around the world. Students transferring to CBU via an articulation agreement are not required to have transfer credits assessed.

Advanced Standing

Advanced standing is the recognition of any previous relevant, successful study which may be applied to your current program of study. These credits could reduce the number of courses you need to take in order to complete your program.

Prior Learning Assessment

If you are a student who feels that their work experience, training and/or non traditional learning outside of the classroom is equivalent to a course requirement, you can submit a Prior Learning Assessment (PLA). Once you apply and are formally accepted, you can submit a PLA. It is recommended students apply for transfer credits in addition to the PLA.



Scholarships and Financial Aid

As a student studying at CBU, you may be eligible for a number of scholarships to financially support your educational journey. These include:

- Renewable awards up to \$5,000 each
- Entrance scholarships up to \$1,000 each
- Other in-course bursaries and scholarships available

Students must be registered as a full-time student to be eligible.

[CBU.ca/scholarships](https://www.cbu.ca/scholarships)

Take your education further, and start your journey towards a degree.

Follow the steps below to start your application.

- Create a future student account and fill out the application
- Submit the application and pay the application fee
- Upload your documents including your transcripts
- Complete reference request section (if applicable)
- Check for updates and receive your decision
- Accept your offer to confirm your seat

Once you start your studies at CBU, you'll have an army of people who want to see you succeed. It's a warm atmosphere with the best staff members.

BROOKE WILLIAMS,

Mental Health and Addictions, College of the North Atlantic Graduate,
Bachelor of Arts Community Studies, Current Student, CBU

Your Learning Has Value Here

Follow the steps below to ensure your transfer credits are reviewed on time.

STEP 1: REVIEW DEADLINES

To ensure your transfer credits are received with ample time to be advised and register for your courses, please apply by the following dates:

- July 31 for September (Fall) intake
- October 31 for January (Winter) intake
- March 31 for May (Spring) intake

STEP 2: COMPLETE & SUBMIT YOUR ADMISSION APPLICATION

On your application, make sure to choose 'Yes' to the question 'Are you applying for transfer credits?' and list all of the institutions you have attended, even if it was only for a few courses.

STEP 3: UPLOAD TRANSCRIPTS & SUPPORTING DOCUMENTS

Students must upload official post-secondary transcripts and any required supporting documents to their Future Student Account after submitting the application. Applications will not be processed until this step is complete.

STEP 4: PROVIDE COURSE OUTLINES & SYLLABI

Students must provide course outlines/syllabi for all courses they wish to be considered for transfer credits. These documents should be obtained from any previous institutions and can be uploaded to your Future Student Account or sent by email to transfer_credits@cbu.ca.

STEP 5: WAIT FOR RESULTS

Transfer credit assessments take 6-8 weeks to be processed after receiving all documents. Students will receive results in their Compass Student Account. Here, you will be able to review all the details of which courses were successfully accepted for transfer credit.

Frequently Asked Questions

We understand that you may have outlining questions about the process of transferring credits and what that journey might look like to CBU.

Outlined below are Frequently Asked Questions often asked by students.

1. Who can transfer credit to CBU?

Students who can transfer to CBU include:

- Students studying in a program with which CBU has an articulation agreement
- Students with incomplete post-secondary degrees
- Post-secondary graduates
- Mature learners with work experience relevant to their program of choice
- High school students who have completed core French Immersion, International Baccalaureate (IB) classes or A-Levels

2. How many credits can I transfer to CBU?

Students may be eligible to receive up to a maximum of 50% of their program's requirements through transfer credit (some exceptions may apply).

3. When can I apply for transfer credit to CBU?

When completing your admission application, be sure to choose 'Yes' to the question 'Are you applying for transfer credits?' and list all of the institutions you have attended. Students are not required to submit a separate Transfer Credit Assessment application.

4. How much does it cost to transfer to CBU?

Students are required to pay an admission application fee, but there is no associated cost with submitting a TCA.

5. What is the deadline to submit my transfer credit assessment?

The deadlines to submit a transfer credit assessment are as follows:

- July 31 for September (Fall) intake
- October 31 for January (Winter) intake
- March 31 for May (Spring) intake

6. How long will it take to process my transfer credit application?

Transfer credit applications take approximately 6-8 weeks to process.

7. When will my transfer credits be activated?

Transfer credits will be activated and added to a student's account once individual equivalencies are approved.

8. What should be included in the course outlines/syllabi?

Students must provide course outlines/syllabi for all courses they wish to be considered for transfer credit. These documents should be obtained from your previous institution and can be added to the Supplemental Documents section in your [Future Student Account](#) or be sent by email to transfer_credits@cbu.ca.

Course outlines/syllabi should include the following information:

- Course name and course code (that matches the transcript provided)
- Outlines/syllabi should be from the year/semester the student took the course
- Methods of evaluation
- Method of instruction
- Credit hours (in-class hours)
- Lab component (if applicable)

When documents are not originally in English, the student must provide documents with notarized translations, in addition to the original documents. Please make sure that the grading method is listed on your official transcript; credit(s) and study hours per course should be clearly noted on the course description.

9. Who can I contact with questions about transfer credits and articulation agreements?

For more information about the process of transferring credits, credits received and/or active articulation agreements, please email transcripts_credits@cbu.ca.



1250 Grand Lake Rd.
Sydney, Nova Scotia, Canada
B1M 1A2

Toll Free: 1-888-959-9995
(Canada/US)

[CBU.ca/transfer](https://www.cbu.ca/transfer)

Connect with our recruitment team by visiting **[CBU.ca/connect](https://www.cbu.ca/connect)**.

We're here to help.

