

## **CREDIT TRANSFER PROCEDURE**

Approving Authority: Academic Coordinating Committee

Policy Lead: Vice President, Academic Administration

Administrative Contact: Academic Administration

Effective Date: 03/18/2015

Revision Date: 01/31/2024

### **PROCEDURE STATEMENT:**

Conestoga College Institute of Technology and Advanced Learning (hereafter referred to as “Conestoga”), supports the transferability of academic credits between programs and educational institutions through recognized Transfer Pathways, Articulation Agreements, and course-to-course Credit Transfer equivalencies.

Conestoga recognizes students may wish to move from one post-secondary institution to another or between programs at Conestoga during their lifetime of study. To provide academic mobility and recognize prior completed studies, while maintaining the quality of its programs and credentials, Conestoga has established procedures to review student requests for Credit Transfer and Advanced Standing.

This procedure defines how students can request Credit Transfer.

### **DEFINITIONS:**

#### **Academic Team**

Includes the Deans, Chairs, Program Coordinators, and faculty members who are responsible for academic content and delivery.

#### **Advanced Standing**

The granting of a specified block of credit for the completion of a group of courses typically based on the completion of an approved credential or full program, from Conestoga or another institution. These will be noted on the Official Transcript with an ‘EX.’

#### **Articulation**

The process of assessing programs or courses offered at other institutions to determine whether to grant credit towards the earning of a Conestoga postsecondary credential.

Articulation is therefore the process, while Block Credit Transfer or Credit Transfer is the end result.

**Articulation Agreement**

Official agreement between postsecondary institutions that allow students who have completed specified curriculum to apply to another program and enrol with Advanced Standing.

**Block Transfer**

Otherwise known as Advanced Standing, is the granting of a block of credit for the completion of a group of courses typically based on the completion of an approved credential or full program, from Conestoga or another institution.

**Collaborative Academic Agreement**

An agreement that defines the terms and conditions of inter-institutional collaboration. The intent of Collaborative Academic Agreements is to provide academic opportunities to students in alignment with Conestoga's missions, values, and strategic enrolment plan.

**Collaborative Program**

An academic program offered jointly by university and college partners. The partners have agreed on a defined sharing of responsibility for curriculum that is recognized by both institutions as earning credit toward one or more credentials. Some Collaborative Programs offer graduates a diploma and a degree.

**Course Equivalency**

The granting of course credit for the successful completion of an equivalent course at Conestoga College.

**Course Exemption**

The granting of course credit for the recognition of knowledge, skills, or abilities that are demonstrated and/or assessed via assessment measures that are recognized by or approved by Conestoga (e.g., Advanced Placement courses.) These will be noted on the Official Transcript with an 'EX.'

**Credit**

The numerical value assigned to a course by a postsecondary institution, typically based on the number of contact hours / instructional hours per week that will then determine the weight for a course in the calculation of grade point average (GPA).

**Credit Transfer**

Credit Transfer is the recognition of a credit by Conestoga for courses or programs completed in another program or recognized academic institution at a postsecondary level. These will be noted on the Official Transcript with a 'TC.'

**Effective Dates**

Effective dates indicate when the equivalency is valid. The start date represents the date when the course was first reviewed by the Academic Team and added to the Credit Transfer Database. The end date indicates when the Credit Transfer / Course Equivalency is no longer valid.

**Equivalent Learning**

The learning outcomes in one course or a combination of courses are comparable if: 80% or greater of the course outcomes of the Conestoga course are covered and credits/course hours are equivalent to or greater than the Conestoga course. Evaluation and assessment criteria may also be considered.

**Letter of Permission**

A letter provided to a student giving permission to take courses at another recognized postsecondary institution that once successfully completed will be considered for credit towards their program at Conestoga, subject to faculty/program approval and regulations/accreditation.

**Official Transcript**

An official academic record produced by the Office of the Registrar which reports a student's cumulative academic record, courses and credits taken, grades or achievement levels obtained, and credentials earned.

**Recognized Postsecondary Institution**

Conestoga considers the following as "recognized" for the purposes of evaluating Credit Transfer and awarding Block Credit Transfer:

- Member institutions of the Ontario Council on Admission and Transfer Credit (ONCAT)
- Canadian public postsecondary institutions
- University Canada member institutions
- Canadian degree-granting institutions that are primarily faith-based and approved as a private postsecondary institution in Canada
- International institutions considered accredited or recognized in their country, as determined by the Office of the Registrar through accreditation reference materials or the Ministries of Education of that country.

The Office of the Vice President, Academic Administration, may approve credits obtained from any institution or organization that does not meet the above criteria upon consultation with the Registrar and at the request of the appropriate Dean or designate.

**Source Course(s)**

A course or courses that the student has successfully completed at a Recognized Postsecondary Institution other than Conestoga College, in which the student has typically achieved a grade of no less than 65% (C+), that the student is using to obtain credit in the Target Course.

**Target Course(s)**

The Conestoga College course(s) for which the student is applying to receive credit.

**Transfer Pathway**

Defined route from one program or institution to another program or institution that specifies eligibility requirements and how Credit Transfers will be accepted and applied at the receiving institution. Transfer Pathways usually apply to multiple sending institutions and one or more receiving institutions and do not require formal signed agreement between institutions.

**RESPONSIBILITIES:**

**1. Admissions Officer**

- 1.1. Follows established procedures for the processing of applications for Advanced Standing.

**2. Academic Team or Designate**

- 2.1. Reviews and determines course-to-course equivalencies for all new requests.
- 2.2. Reviews expiring course-to-course equivalences when notified by the Credit Transfer Officer.

**3. Applicant/Student**

- 3.1. Submits appropriate documentation (i.e., official transcript, course outlines) upon receipt of offer of admission to support request for Advanced Standing and/or transfer of credit.
- 3.2. Is aware of and adheres to established timelines.
- 3.3. Ensures the submission is complete, including the request form and academic documentation.

**4. Credit Transfer Officer**

- 4.1. Reviews all student requests for Credit Transfer.
- 4.2. Notifies students throughout the process via their Conestoga student email account.
- 4.3. Ensures Articulation Agreements and course equivalencies are entered/maintained on the appropriate database.
- 4.4. Notifies Academic Team of expiring course-to-course equivalencies for review.

## **5. Program Chair**

- 5.1. Reviews and approves decisions when forwarded by the Academic Team.
- 5.2. Resolves disputes for course-to-course resulting in a *denied* decision.
- 5.3. Retains copies of gap analysis for existing Transfer Pathways in the central document repository.

## **6. Program Coordinator**

- 6.1. Reviews applications for Advanced Standing with input from the Academic Team and makes decisions regarding acceptance into a program level.
- 6.2. Identifies official and/or unofficial course-to-course equivalencies.
- 6.3. Communicates the decision to the Admissions Officer in a timely manner.

## **7. Records Officer**

- 7.1. Follows established procedures and processes ensuring accuracy and confidentiality of student records when entering Credit Transfer information.

## **PROCEDURE:**

### Individual Course-to-Course Credit Transfer

1. A student who believes they have already earned academic credit at Conestoga or another Recognized Postsecondary Institution which is equivalent to the learning outcomes for a specific Target Course(s) at Conestoga may request transfer of credit by submitting a Credit Transfer request through the student portal and include:
  - 1.1. Course outline(s) for the completed Source Course;
  - 1.2. Additional documentation as needed for proper assessment;
  - 1.3. An official sealed transcript or digitally verified electronic transcript (e.g., MyCreds) must be sent to the Credit Transfer office directly from the educational institution where the course was completed.
2. The Credit Transfer Officer reviews the requests.
  - 2.1. The Credit Transfer officer forwards requests to the appropriate member of the Academic Team when equivalencies are not already noted in the Credit Transfer Database.
3. The student is advised of the decision via an automated email and on the student portal within a maximum of ten (10) business days.
  - 3.1. In instances where additional time is required to review the request, the student will be notified within ten (10) business days.
4. Documents are reviewed once and may not be submitted for reconsideration unless additional documentation is made available to support the request.
5. Students should apply for all Credit Transfer upon confirming their offer of acceptance. In order to ensure that students are able to start the term registered in the appropriate

classes, applications for Credit Transfer should not be submitted less than ten (10) business days prior to the first day of class.

6. Students **must** continue to attend the Target Course(s) for which the request for credit has been made, until such time as a formal approval decision has been communicated from the Credit Transfer Office regarding the request.
7. It is the student's responsibility to drop a course for which they have received a Credit Transfer.
  - 7.1. A final grade will be issued if the course has not been dropped prior to the "Drop date without academic penalty" which may result in a negative impact on the student.

#### Applying for Advanced Standing into an Upper Semester

8. The applicant completes the electronic Advanced Standing application form which is forwarded to the Academic Team for review.
9. If the request is approved, the Academic Team indicates the courses for which Block Credit Transfer is being awarded and forwards the form to Admissions.
  - 9.1. If the request is denied, the Academic Team indicates the decision with a rationale and forwards the form to Admissions.
10. The decision is recorded in Student Information System (SIS) and shared with the applicant.
  - 10.1. Advanced Standing is not granted unless program promotion standards/grades are met.

#### Letter of Permission

11. Student completes the Letter of Permission form, along with all supporting documentation, and sends it to the Credit Transfer Office.
12. The Credit Transfer Office sends the form and supporting documentation to the Academic Team for review and approval.
13. The Credit Transfer Office advises the student of the decision.
14. Once the student has completed the course, they must send the required information (Official Transcript) to the Credit Transfer Office so that the Credit Transfer can be recorded on the student record.

**RELEVANT LEGISLATION AND RELATED DOCUMENTS:**

Academic Agreement Policy

Admissions Policy

Co-op Program Transfer Application Form

Co-operative/Non-Co-operative Education Program Transfers Process

Credit Transfer Policy

Credit Transfer Request Form

Grading Procedure

Prior Learning Assessment and Recognition (PLAR) Policy

Program Application Form

Re-Admission Procedure

**REVISION LOG:**

January 21, 2015	Academic Forum – approved
March 9, 2015	Policy and Procedure Committee
March 18, 2015	Academic Coordinating Committee
December 11, 2019	Academic Forum
January 13, 2020	Academic Coordinating Committee
January 24, 2024	Academic Forum
January 31, 2024	Academic Coordinating Committee