

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Credit Transfer

EFFECTIVE DATE: May 19, 2015

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all students pursuing credit transfer for a course or courses required to attain a Canadore College credential.

2. PURPOSE AND PRINCIPLES

2.1 Purpose

The purpose of this policy is to establish a basis for a consistent credit transfer process.

2.2 Principles

2.2.1 The College recognizes the value of students' prior learning and is committed to providing support to learners seeking credit transfer.

2.2.2 The College is committed to following transparent, consistent, equitable, and effective credit transfer practices.

2.2.3 The College shall ensure that all credit transfer practices meet the Ministry of Training, Colleges and Universities' policies, directives and program standards.

3. DEFINITIONS

3.1 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process that involves the identification, documentation, assessment and recognition of formal study and of non-formal learning acquired through work and life experience. RPL credit may be granted through mechanisms such as but not limited to Credit Transfer, Prior Learning Assessment and Recognition (PLAR), and/or Advanced Standing.

3.2 Credit Transfer

Acceptance or recognition of credit by the College for courses completed at another institution. Credit transfer is a process which compares the content and learning outcomes between courses.

4. POLICY

- 4.1 Credit transfer is available to students who are interested in pursuing a College credential, who, through formal education have acquired learning that is equivalent to a Canadore College course.
- 4.2 The College relies on an analysis of course learning outcomes between a previously completed course and the sought equivalency to award credit transfer.
- 4.3 Courses completed at Colleges and Institutes Canada (CICan) and Universities Canada (UnivCan) member institutions are eligible for credit transfer. Courses completed at other institutions will be considered on a case-by-case basis.
- 4.4 Non-Canadore courses must have a minimum grade of 60% or “C”; however, all courses considered for transfer must meet the minimum grade required by the receiving program.
- 4.5 The College shall publicly post the credit transfer process and internal program transfer options. Students are responsible to familiarize themselves with the credit transfer process.
- 4.6 Credits from international postsecondary institutions must be assessed by one of the following credential assessment services:
 - International Credential Assessment Service (www.icascanada.ca)
 - University of Toronto (www.utoronto.ca)
 - World Education Services (www.wes.org)
- 4.7 Transfer credits applied to the student’s record will be entered with a grade of “TC”.
- 4.8 The application decision is not subject to appeal.
- 4.9 Credits awarded through the Credit Transfer process do not count toward the College’s Graduation Policy (A-8) residency requirement.
- 4.10 Transfer credits are not included in the calculation of the student’s grade point average (GPA).
- 4.11 Applications and supporting documentation will be handled in accordance with the province’s Freedom of Information and Protection of Privacy Act (R.S.O 1990) and the College’s Protection of Privacy Policy (B-14).

5. ROLES AND RESPONSIBILITIES

5.1 President

The President is responsible for the overall management and operation of the College. The President ensures that the policy is implemented and that compliance is monitored.

5.2 Vice President Academic

The Vice President Academic is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

A-20 Credit Transfer Policy

Initial Date of Issue: May 19, 2015

Reviewed/approved:

- 5.3 Vice President, Student Services, Enrolment Management, Recruiting and Marketing
The Vice President Student Services, Enrolment Management, Recruiting and Marketing is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.
- 5.4 Registrar
The Registrar is responsible to enforce the compliance of this policy.
6. **EVALUATION**
This policy will be reviewed every three years.