



CREDIT TRANSFER POLICY

Approved by: Academic Coordinating Committee

Authorizer: Vice President, Academic Administration

Reference Code: ENR3 V2

Effective Date: 3/18/2015

POLICY STATEMENT:

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.

SCOPE:

This policy applies to all registered students in full-time and part-time programs at Conestoga with the exception of some collaborative programs as stated in those terms of the agreements.

DEFINITIONS:

Academic Team

- Heads of schools, program chairs, program coordinators and faculty members who are responsible for academic content and delivery.

Articulation or Exchange Agreement

- Official agreement between postsecondary institutions that allow students who have completed specified curriculum to apply to another program and enrol with advanced standing. They define the terms and conditions enabling students to transfer between specific programs and may also outline which courses or programs taken at the sending institution will apply to graduation requirements at the receiving institution. This agreement may also include the opportunity for students, faculty and/or staff to participate in an exchange experience for creative, academic, professional or cultural development.

Binding Agreement

- Binding legal documents are, in essence, contracts. Binding documents create legal obligations that either party involved can enforce at law (e.g. Memorandum of Understanding).

Collaborative Academic Agreement:

- An agreement which 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.

Credit

- Credits provide a 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 academic institution at a secondary level.

Dual Credit

- Dual Credit is an opportunity for students from area district school boards to take courses through Conestoga College while still completing their secondary school studies. This opportunity is funded in Ontario by the Ministry of Education and the Ministry of Training, Colleges and Universities through the School College Work Initiative. Approved dual credit courses are within Conestoga apprenticeship, certificate, diploma or degree programs.

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 are equivalent to or greater than the Conestoga course. Evaluation and assessment criteria may also be considered

Recognized Postsecondary Institution

- A public or private institution that has been given authority to grant degrees, diplomas, and other credentials by a public or private act of the provincial/territorial legislature or the international equivalent or through a government-mandated quality assurance mechanism.

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. The official transcript bears the official seal and signature of the Office of the Registrar.

Transfer Pathway

- Defined route from one program or institution to another program or institution that specifies eligibility requirements and how transfer credits will be accepted

and applied at the receiving institution. Transfer Pathways usually apply to multiple sending institutions and one or more receiving institutions and does not require formal signed agreement between institutions.

POLICY ELABORATION:

1. Transfer of academic credit is reflected on the official student record.
2. When a Conestoga course code is identical between programs, credit is automatically granted and the grade achieved stands.
 - a. Conestoga reserves the right to limit the time that a course is considered current and therefore eligible for transfer credit. Such eligibility is determined by the academic team.
3. In cases where the learning outcomes align to more than one Conestoga course, multiple credits may be granted.
4. The maximum credit allowed through transfer of credits is 75% of the program credits. Therefore, at least 25% of the program credits must be taken under the direct supervision of Conestoga faculty within the program of study.
5. The maximum credit that may be obtained through Recognition of Prior Learning (PLAR):
 - a. for certificates, diplomas, advanced diplomas, and graduate certificates is 75% of the program credits.
 - b. for degrees is 50% of the program credits.
6. Transfer of credit is awarded for courses successfully completed at other recognized post-secondary institutions and when equivalent learning is established and approved.
 - a. Credit Transfer is not granted
 - i. based on a previous exemption. The original course and transcript must be submitted for review unless otherwise stated in a collaborative agreement between Conestoga and another recognized post-secondary institution.
 - ii. for a course(s) which has been used for prior transfer credit within the same program of study.
 - iii. for high school courses unless the course is an approved Conestoga dual credit course.
 - iv. where accreditation requirements supersede.
 - v. for students entering beyond level one where program promotion standards/grades are not met.
7. Credentials used as part of admission requirements into a graduate certificate program cannot be used for transfer credit unless approved by the chair of the program.
8. International transcripts must be formally assessed (e.g. International Credential Assessment Service, World Education Services).
9. Transfer pathways will be filed with the Academic Administration office and the Credit Transfer Office for future reference.
10. All external pathways must have a signed Collaborative Academic agreement.

- a. Collaborative Academic agreements must meet Ministry, accreditation, legislative and/or regulatory requirements, as applicable.
- b. Binding agreements and renewals must be signed by the Chief Administrative Officer and General Counsel and applicable signatories at the other institution(s) included in the agreement.

REFERENCES:

Credit Transfer Procedure

Collaborative Academic Agreement Procedure

Prior Learning Assessment and Recognition (PLAR) Policy

Handbook for Ontario Colleges, Applying for Ministerial Consent under the Post-Secondary Education Choice and Excellence Act, 2014

REVISION LOG:

January 21, 2015

Academic Forum - Approved

March 9, 2015

Policy and Procedure Committee – Approved

March 18 2015

Academic Coordinating Committee - Approved

May 17, 2017

Academic Forum – Revisions Approved

June 9, 2017

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