Ch5-s1-03   Transfer Credits

Responsible Authority:	Registrar
Approval Authority:	Senior Team
Date First Approved:	2012-Oct-09
Date Last Reviewed:	2020-Oct-20
Mandatory Review Date:	2025-Oct-20

PURPOSE

To provide a framework for the evaluation and granting of transfer credits.

SCOPE

This policy applies to all full-time and part-time students who wish to obtain transfer credits towards their credential for previously obtained, equivalent post-secondary education.

DEFINITIONS

Word/Term	Definition
Residency Requirement	Student's can transfer credits for up to 75% of a program, and therefore must take 25% of the program with Confederation College.
"TR" Grade	A transfer credit appears as "TR" on a student's official transcript and is not included as part of Grade Point Average (GPA) calculation.

POLICY

Transfer credits are obtained on a course-by-course basis or as a block transfer for previously completed post-secondary credit taken at another institution. A minimum grade of 60% is required for a course to be considered for transfer credit from another institution. For Confederation College courses with a higher minimum grade requirement than 60%, the applicant must have achieved the equivalent of the minimum passing grade. Residency requirement also applies.

PROCEDURE

Action	Responsibility

1. Deadlines

1.1 Requests for assessment of transfer credits for fall curriculum should be submitted by May 15th for the following academic year. All requests received by the deadline date will be processed by June 30th. Requests received later than May 15th will be accommodated subject to available resources. — Student

1.2 Requests for assessment of transfer credits for winter curriculum should be submitted by November 15th. All requests received by the deadline date will be processed by December 15th. Requests received later than November 15th will be accommodated subject to available resources. — Student

1.3 Requests for assessment of transfer credits for spring curriculum should be submitted by March 15th. All requests received by the deadline date will be processed by April 30th. Requests received later than March 15th will be accommodated subject to available resources. — Student

2. Process

2.1 For each transfer credit request, the student will submit the following to the Registrar's Office: — Student

- A completed Transfer Credit Request Form;
- A detailed course outline from the instituition in which the credit was granted;
- An academic transcript confirming successful completion of the course(s), indicating the minimum required grade to be used in the assessment;
- The applicable fee

2.2 The documents will be verified and approved by the Registrar's Office or submitted to the appropriate program coordinator or designate for review. — Registrar's Office

2.3 The coordinator reviews the request and compares the course content, learning outcomes, credit hours and evaluation to the Confederation College course. — Program Coordinator

2.4	The coordinator completes the assessment and returns all documents to Registrar's Office indicating support or denial of the request.	Program Coordinator
2.5	If the request is successful, the Registrar's Office enters the transfer credit into the student's academic history with a "TR" grade.	Registrar's Office
2.6	Registrar's Office contacts the student via College email and advises the student of the outcome of their request.	Registrar's Office
2.7	If the transfer credit request has been approved and the student is currently enrolled in the course, it is the student's responsibility to determine whether they would like to withdraw from the course. Modified Registration Forms/email to drop the class must be received within the dates published in the Academic Calendar for the semester.	Student
2.8	If the request is unsuccessful, the Registrar's Office contacts the student via College email and advises the student, no notation is made on the student record. Unsuccessful students are advised to register in the course. The outcome of the request is not subject to appeal.	Registrar's Office

SUPPORTING DOCUMENTATION
Appendix 1   Transfer Credit Request Form

RELATED POLICIES
5-1-05 – Withdrawal from a Course
5-1-01 – Course Evaluation and Grading Policy

RELATED MATERIALS
Academic Dates Calender - www.confederationcollege.ca/registration-services/academic-dates-calendar
Transfer Credits - www.confederationcollege.ca/recognized-prior-learning/transfer-credits
Tuition and Fees - www.confederationcollege.ca/registration-services/tuition-fees

Appendix 1: Transfer Credit Request Form

Full Name:	Student ID#: 1 0 0 _ _ _ _ _ _
Program:	Email: @confederationcollege.ca

Confederation College course I am requesting credit for:

Course Code:_____   Course Title:_____

Previous Post-Secondary Institution Course Information:

Previous Post-Secondary Institution:_____

Course Code:_____   Course Title:_____

Course Mark:_____   (minimum grade of 60%/C is required)

The following documents are required for your transfer credit request to be processed:

☐ Course outline (and syllabus if available) of course taken at previous institution - short course descriptions are not sufficient

☐ Transcript from your previous institution

- ♦ Use one form for each course request
- ♦ Only request forms with all required documents will be processed
- ♦ Transfer Credit Fees: $25 per request, or $50 for two or more (if all are submitted at the same time)
- ♦ Fees are non-refundable
- ♦ **Allow 4-6 weeks for processing**
- ♦ Transfer Credit requests are final and not subject to appeal
- ♦ If you are currently attending the course you are requesting a transfer credit for, continue attending until you are notified that your transfer credit request has been approved

☐ I have read and understand the College policy on Transfer Credit and confirm that this application is accurate and complete.

Student Signature:_____   Date:_____

FOR OFFICE USE ONLY (Admissions)

☐ Pre-Approved (if no forward)   ☐ Student Notified   ☐ Entered in Banner

Forwarded to: _____   Date:_____   Fee Charged: ☐ $25 ☐ $50

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FOR OFFICE USE ONLY (Coordinator)

Approval   ☐ Approved for this student ONLY

☐ Approved for **ALL** students

☐ Denied

Coordinator Signature:_____   Date:_____

Comments:_____