

<b>Policy Title</b>	<b>Transfer Credit Policy</b>
<b>Policy Holder</b>	Registrar's Department
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	CH5-s1-01 Course Evaluation and Grading Policy Ch5-s1-05 Withdrawal from a Course Ch5-s1-07 Prior Learning Assessment and Recognition Ch5-s1-08 Program Re-admission Operating Practice Ch5-s1-09 Admissions
<b>Related Procedures</b>	
<b>Appendices</b>	Appendix 1: Transfer Credit Request Form
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	2024Apr20
<b>Next Review Date</b>	2029Apr20

## Purpose

The purpose of the Transfer Credit Policy is to provide a framework for the evaluation and granting of transfer credits. This policy governs the process by which courses taken at a post-secondary institution other than Confederation College are assessed for individual course 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
Articulation Agreement	An 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.
Dual Credit	Dual Credit is an opportunity for high school students to take courses through Confederation College while still completing their secondary school studies. This opportunity is funded in Ontario by the Ministry of Training, Colleges and Universities through the School College Work Initiative. Approved dual credit courses are within Confederation College's apprenticeship, certificate, and diploma programs.

ICAS	International Credential Assessment Service of Canada
Residency Requirement	Student 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.
WES	World Education Services: International Credential Evaluation Services
Withdrawal	Is the removal of a student from a course or program that is initiated by the student.

## Governing Laws and Regulations

Minister’s Binding Policy Directive and Ontario Council on Articulation and Transfer (ONCAT)

## Policy Statements

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.

## Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

## Revision History

Version	Change	Author	Date of Change
	New format	Richard Gemmill	2023-04-20
	New format	Registrar’s Office	2023-11-20



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### 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: <input type="checkbox"/> Detailed course outline/syllabus of course taken at previous institution (short course descriptions are not sufficient) <input type="checkbox"/> Transcript from your previous institution	
<ul style="list-style-type: none"> <li>◆ Use one form for each course request</li> <li>◆ Only request forms with all required documents will be processed</li> <li>◆ Transfer Credit Fees: \$25 per request, or \$50 for two or more (if submitted all at the same time)</li> <li>◆ Fees are non-refundable</li> <li>◆ Allow 4-6 weeks for processing</li> <li>◆ Transfer Credit requests are final and not subject to appeal</li> <li>◆ If you are currently attending the course you are requested a transfer for, continue attending until you are notified that your transfer credit request has been approved</li> </ul>	
<input type="checkbox"/> I have read and understand the College policy on Transfer Credit and confirm that this application is accurate and complete.	
Student Signature: _____ Date: _____	
<b>FOR OFFICE USE ONLY (Admissions)</b>	
<input type="checkbox"/> Pre-Approved (if no forward) <input type="checkbox"/> Student Notified <input type="checkbox"/> Entered in Banner	
Forwarded to: _____ Date: _____ Fee Charged: <input type="checkbox"/> \$25 <input type="checkbox"/> \$50	
<b>FOR OFFICE USE ONLY (Coordinator)</b>	
Approval <input type="checkbox"/> Approved for this student ONLY <input type="checkbox"/> Approved for ALL students <input type="checkbox"/> Denied	
Coordinator Signature: _____ Date: _____	
Comments: _____	