

Procedure Title	Transfer Credit Procedure
Procedure Holder	Registrar's Department
Procedure Approver(s)	Senior Team
Related Policies	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
Related Procedures	
Appendices	Appendix 1: Transfer Credit Request Form
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2024Apr20
Next Review Date	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)

Procedure Statements

	Action	Responsibility
1.	Deadline dates for submission of Credit Transfer Form:	
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.	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.	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.	Student
2.	For each transfer credit request, the student will submit the following to the Registrar's Office: <ul style="list-style-type: none"> • A completed Transfer Credit Request Form; • A detailed course outline from the institution 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; • A detailed course outline(s) for each course being considered for transfer credit. For documents that are not in English, a translation by a certified translator is required. For documents from a country other than Canada a WES or ICAS course-by-course evaluation is required; • The applicable fee. 	Student

2.1	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
2.2	The coordinator reviews the request and compares the course content, learning outcomes, credit hours and evaluation to the Confederation College course.	Program Coordinator
2.3	The coordinator completes the assessment and returns all documents to Registrar's Office indicating support or denial of the request.	Program Coordinator
2.4	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
2.5	Registrar's Office contacts the student via College email and advises the student of the outcome of their request.	Registrar's Office
2.6	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
2.7	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

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

APPENDIX 1 – TRANSFER CREDIT FORM



Thunder Bay Campus
 1450 Nakina Drive
 Thunder Bay, ON P7C 4W1
 F: 807-473-3731

Regional Campus
 Distance Education
 F: 807-473-3731
 E: registrationservices@confederationc.on.ca

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:

Detailed course outline/syllabus 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 submitted all 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 requested a transfer 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

FOR OFFICE USE ONLY (Coordinator)

Approval Approved for this student ONLY

Approved for ALL students

Denied

Coordinator Signature: _____ Date: _____

Comments: _____