

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Credit Transfer

EFFECTIVE DATE: June 21, 2024

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.

A-20 Credit Transfer Policy

Initial Date of Issue: May 19, 2015

Reviewed/approved: June 21, 2024

3.2 Credit Transfer

Acceptance or recognition of credit by the College for courses completed both internally and at another institution. Credit transfer is a process which compares the content, course hours 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 and course hours 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 for familiarizing themselves with the credit transfer process which is available on the Canadore College website.
- 4.6 Credits from international postsecondary institutions must be assessed by an approved credential assessment service.: A list of approved credential assessment services can be found in the “Transfer and Pathway Guide” on the Canadore College website.
- 4.7 Transfer credits applied to the student’s record will be entered with a grade of “TC”.
- 4.8 The application decision is final and 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 External 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).

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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.

5.3 Vice President, Strategic Infrastructure, Indigenous and Learner Services

The Vice President, Strategic Infrastructure, Indigenous and Learner Services is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

5.4 Registrar and Senior Director, Enrolment and Student Services

The Registrar and Senior Director, Enrolment and Student Services is responsible for the enforcement of compliance of this policy.

6. EVALUATION

This policy will be evaluated every five years or earlier if required.