

TRANSFER CREDIT AND ADVANCED STANDING POLICY

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Policy Information & Responsibilities

Policy No:	A-05
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Approved by:	Regional Vice President ON
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Executive Responsible:	Academic Director (Regional)
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Administrator Responsible:	Academic Manager
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Next Review:	March 01, 2021
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Revision Dates

August 01, 2019 – Replaced Credit Transfer Policy
March 01, 2020 – Updated policy format



Shadya Mahfouz – Academic Director

Purpose

Cambrian at Hanson ('Hanson', 'the college') is committed to creating accessible learning pathways for students enrolled.

The purpose of the Transfer Credit and Advanced Standing Policy and related procedures is established criteria for recognizing and awarding credit for prior learning through courses and programs at recognized postsecondary institutions.

Definitions

Transfer Credit (TC) : the recognition of previous academic work completed with Cambrian at Hanson and/or other Recognized Institutions. (Refer to Appendix A: TC checklist)

Advanced Standing: The granting of a block of credit for the completion of a group of courses typically based on the completion of an approved credential or full program from a recognized institution.

Articulation: The process of assessing programs or courses offered at other institutions to determine whether to grant credit towards the earning of a Cambrian at Hanson post-secondary credential. Articulation is, therefore, the process, while Transfer of Credit is the result.

Articulation Agreement: A formally recognized agreement between Hanson and a sending institution that specifies the number of Transfer Credits awarded towards the earning of a Cambrian at Hanson post-secondary credential.

Course Equivalency: The granting of course credit for the successful completion of an equivalent course with Cambrian at Hanson or Cambrian College, Sudbury.

Course Exemption: The granting of course credit for the recognition of knowledge, skills, or abilities that are demonstrated and/ or assessed via assessment measures that are administered and approved (e.g. Admission or Placement Testing, etc.)

Grouped Credit: The credit awarded when two or more courses must be combined to obtain Transfer Credit.

Recognized Institutions: Cambrian at Hanson considers the following as "recognized" to evaluate Transfer Credit and award Transfer Credit:

- a) Member institutions of the Ontario Council on Admission and Transfer (ONCAT)
- b) Canadian public post-secondary institutions
- c) Universities Canada member institutions
- d) International institutions considered accredited or recognized in their country, as determined by the Office of the Registrar through accreditation reference materials or the Ministries of Education of that country

- e) Credits obtained from any institution or organization that does not meet the above criteria upon consultation with the Academic Director and with of the appropriate Dean at Cambrian College.

Application/ Scope

All full and part-time students registered in post-secondary studies with Cambrian at Hanson (Ontario College Diplomas, and Ontario Graduate Certificates)

Policy Statements

The Transfer Credit Policy is aligned with the Ministry of Training, Colleges and Universities' (MTCU) student mobility strategic plan (2018), which supports a transparent and consistent Transfer Credit framework that will ensure student mobility success:

*"Ontario will have a comprehensive, transparent and consistently applied credit transfer system that will improve student pathways and mobility, support student success and make Ontario a postsecondary education destination of choice. The credit transfer system will assist qualified students to move between postsecondary institutions or programs without repeating prior, relevant learning."*¹

The policy also reflects Hanson's goal to supporting student mobility through the development of pathways (e.g., Articulation Agreements) for students to, through and beyond Cambrian at Hanson.

1. In all Transfer Credit arrangements, the academic integrity of the colleges' courses and programs must be protected and preserved.
2. The primary purpose of recognizing previous post-secondary learning is to increase student access to post-secondary education at Hanson by facilitating mobility between other Recognized Institutions and Cambrian at Hanson, as well as between different Cambrian at Hanson programs.
3. Whenever possible, Hanson maximizes a student's ability to satisfy program requirements through Transfer Credit.
4. Courses successfully completed at recognized post-secondary institutions or agencies that are deemed equivalent to Cambrian at Hanson courses are considered for Transfer Credit.
5. Graduates from the same MTCU-approved programs at Ontario Community Colleges are awarded equal Transfer Credit/Advanced Standing in their program with Cambrian at Hanson.
6. All requests for Transfer Credit and Block Transfer Credit learning require the submission of official documentation.
7. Students may be exempt from having to complete certain courses based on Course Exemption.
8. Hanson considers grouped credits to establish equivalency of a single course

¹ <http://www.tcu.gov.on.ca/pepg/consultations/maesd-international-pse-strategy-en-13f-spring2018.pdf>

Responsibilities and Accountability

Dean of Schools of Business, Information Technology and Hospitality, Cambrian College

- Review any requests for Transfer Credit consideration that fall outside of the scope of the policy, including requests where courses are completed at private institutions or institutions that are not accredited
- Make available Subject Matter Experts assess the transferability of courses previously completed at another approved post-secondary institution.

Academic Director, Cambrian at Hanson, ON

- Submit for consideration to the Office of Dean, any requests for Transfer Credit that fall outside of the scope of this policy.
- Participate in any Transfer Credit appeals.

Academic Manager and Academic Advisors

- Receive any Transfer Credit requests and review as per the TC check
- Support the Transfer Credit process by maintaining the Transfer Credit and course equivalent database.
- Maintain the student's academic record that will include any Transfer Credits awarded through this policy.
- Support the Transfer Credit process by providing additional information regarding accreditation of international post-secondary institutions.
- Provide support to students through the Transfer Credit process.
- Host Transfer Credit information events and orientation to support student mobility.
- Prepare annual reports regarding Transfer Credit activity
- Assess the transferability of courses previously completed at another approved post-secondary institution.
- Assess Course Equivalency for courses previously completed with Cambrian at Hanson

Students

- Read and familiarize yourself with the TC checklist for applicability and eligibility
- Hand in applications for TC up to 2 weeks prior to the semester start date, for fast processing. Requests for equivalency or credit transfer typically up to 6 weeks for a response.
- Initiate the Transfer Credit or Course Equivalent process and all subsequent requirements and submissions.
- Check their enrolment status when applying for Transfer Credit. Receiving Transfer Credit may affect a student's course load, which in turn may affect fees

Related Policies / Resources

Student Appeal Policy

Academic Integrity Policy

Academic Standing and Promotion Policy

MTCU Prior Learning Assessment and Recognition Resource Document

Transfer Credit (TC) Checklist

Checklist of items that you must complete before you return to meet the Academic advisor.

Credit transfer simply means getting credit for courses completed at one institution or in one program, when switching to another

1. A student requesting a TC must be enrolled in one of our programs at Hanson College.
2. To be eligible for TC, you must be coming from a public institution *TC approval is not applicable for tuition adjustment*
3. Applications for TC must be handed in prior to the start of the registered semester for fast processing; students can submit applications up to 2 weeks prior to the semester start date.

In order to process your credit transfer requests you must provide your advisor with the following documents:



- ☐ **Official transcript** – It cannot be a printout from your college file of your grades and you must have achieved a minimum grade of 60 per cent or the minimum passing grade for the course, whichever is higher.
- ☐ **Course outlines**- Course outlines must include the course title, number/code, description, learning objectives, topics covered, textbook(s) used, assignments, evaluation scheme, etc. The outline should reflect the semester in which you successfully completed the course. (i.e., Same Academic year)
- ☐ **Sealed Transcript**- Once your credit transfers approved, you need to provide me an official sealed transcript. (Note-Transcripts must be in an envelope sealed by the sending institution).

All credit transfers will be forwarded to Cambrian College for review and then you will be are notified of the decision(s).

Requests for equivalency or credit transfer typically up to 6 weeks for a response. This may be higher during peak periods (such as semester start).

Contact the student Academic department for any questions regarding this form.

Student signs below, stating they understand this information provided

Student Signature

Today's Date

Advisor Signature

Next Appointment