

# TRANSFER CREDIT AND ADVANCED STANDING POLICY

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# 1. Purpose

Hanson College ('Hanson', 'the college') is committed to creating accessible learning pathways for current and future students.

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

# 2. Definitions

**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 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 post-secondary credential.

**Course Equivalency:** The granting of course credit for the successful completion of an equivalent course at the College.

**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:** The College considers the following as "recognized" to evaluate Transfer Credit and award Transfer Credit:

- Member institutions of the Ontario Council on Admission and Transfer (ONCAT)
- Canadian public post-secondary institutions
- Universities Canada member institutions
- 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.

**Transfer Credit (TC):** the recognition of previous academic work completed at the College and/or other Recognized Institutions.

### 3. Application/ Scope

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

### 4. Policy Statements

4.1 The Transfer Credit Policy is aligned with the Ministry of Colleges and Universities' (MCU) 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."*

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

- 4.2.1 In all Transfer Credit arrangements, the academic integrity of the colleges' courses and programs must be protected and preserved.
- 4.2.2 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 Hanson, as well as between different programs.
- 4.2.3 Whenever possible, Hanson maximizes a student's ability to satisfy program requirements through Transfer Credit.
- 4.2.4 Courses successfully completed at recognized post-secondary institutions or agencies that are deemed equivalent courses are considered for Transfer Credit. Students must take at least 25% of their credits for the program at the appropriate credential level at Hanson to satisfy the College's residency requirement.
- 4.2.5 Assignment of Transfer Credits or Advanced Standing for courses completed more than 5 years ago will be considered on an individual basis.
- 4.2.6 Graduates from the same MCU-approved programs at Ontario Community Colleges are awarded equal Transfer Credit/Advanced Standing in their program at the College.
- 4.2.7 All requests for Transfer Credit and Block Transfer Credit learning require the submission of official documentation.
- 4.2.8 Students may be exempt from having to complete certain courses based on Course Exemption.
- 4.2.9 Hanson considers grouped credits to establish the equivalency of a single course.

### 5. Responsibilities and Accountability

**Dean, Academic Excellence and Compliance is responsible for:**

- Ensuring the development, review, and availability of this Policy.

**Dean, Cambrian College is committed to:**

- Reviewing 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.
- Making available Subject Matter Experts assess the transferability of courses previously completed at another approved post-secondary institution.

**Academic Administrator are responsible for:**

- Receiving any Transfer Credit requests and review as per the TC check.
- Supporting the Transfer Credit process by maintaining the Transfer Credit and course equivalent database.
- Maintaining the student's academic record which will include any Transfer Credits awarded through this policy.
- Supporting the Transfer Credit process by providing additional information regarding accreditation of international post-secondary institutions.
- Providing support to students through the Transfer Credit process.
- Hosting Transfer Credit information events and orientation to support student mobility.
- Assessing the transferability of courses previously completed at another approved post-secondary institution.
- Assessing Course Equivalency for courses previously completed at Hanson.
- Submitting for consideration to the Office of Dean at Cambrian College any requests for Transfer Credit that fall outside of the scope of this policy.
- Participating in any Transfer Credit appeals.

**Students are responsible for:**

- Reading and familiarizing yourself with the TC checklist for applicability and eligibility.
- Handing in applications for TC up to 4 weeks prior to the semester start date, for fast processing requests for equivalency or credit transfer typically up to 6 weeks for a response.
- Initiating the Transfer Credit or Course Equivalent process and all subsequent requirements and submissions.
- Checking their enrolment status when applying for Transfer Credit. Receiving Transfer Credit may affect a student's course load, which in turn may affect fees.

## **6. Related Policies/Directives/Regulations**

Academic Appeal Policy

Academic Integrity Policy

Academic Standing and Promotion Policy

*MCU Prior Learning Assessment and Recognition Resource Document*