

## COLLEGE POLICY: Transfer Credit

<b>Policy ID:</b>	#2-222
<b>Manual Classification:</b>	Academic Affairs
<b>Approved by Board of Governors:</b>	June 2019
<b>Effective Date:</b>	September 1, 2019
<b>Next Policy Review Date:</b>	September 1, 2024
<b>Administrative Contact for Policy Interpretation:</b>	Office of the Registrar
<b>Linked to an Operating Procedure:</b>	#2-222 OP

### Policy Statement

Fleming College recognizes that academic credits earned at other accredited post-secondary educational institutions may be acknowledged as part of the students' program of study at Fleming College if the credits previously earned are deemed eligible for transfer.

### Purpose

This policy and associated operating procedure provide the criteria for demonstrating, evaluating and acknowledging academic credits earned at external post-secondary institutions to determine equivalencies to Fleming College courses, as well as for establishing internal course equivalencies. The College reserves the right to determine the eligibility of transfer credits from other post-secondary educational institutions.

### Scope

This policy applies to courses within programs of study for Ontario college credentials at Fleming College

### Definitions/Acronyms

**Transfer Credit:** Refers to a course taken at another recognized accredited post-secondary educational institution that is credited toward a program of study at Fleming College.

**Transfer Credit Eligibility Requirements:** Requirements regulating the eligibility of courses for transfer credit.

**Advance Standing:** Admission to an upper semester of a program of study where completion of course(s) from previous semester(s) are required. Transfer credits from a recognized accredited post-secondary educational institution are awarded on a course-by-course basis.

**Direct Entry:** Direct admission to an upper semester of study is based on a culmination of approved transfer credits. The transcript from another recognized accredited post-secondary educational institution will be reviewed in its entirety and deemed equivalent to one or more semesters in the applicants program of study. Students who receive direct entry are ineligible for further transfer credits.

**Internal Transfer Credit:** Credit transferred for a course previously completed at Fleming College that is equivalent in another Fleming College program of study.

**Recognized Post-Secondary Institution:** External institution that is recognized by Fleming College as a member of the provincial, national or international authority or another accrediting body as appropriate.

**Residency Requirement:** The number of transfer credits/PLAR will be limited by the residency requirement, which states that at least 25 percent of the hours instruction required in a program of study must be completed at the college.

**Ontario College Credential Programs:** Ontario College Certificate, Diploma, Advanced Diploma, and Graduate Certificate Programs.

### General Principles

- 1.1 Eligible academic credits earned from Fleming College or other accredited post-secondary educational institutions will be acknowledged through the granting of transfer credits and recorded on the student's academic record.
- 1.2 Fleming College will evaluate credit transfer requests in a fair and expeditious manner by following the established process, eligibility requirements, and prescribed timelines as articulated in the Transfer Credit Operating Procedure 2-222OP
- 1.3 Whenever possible, maximum recognition of prior education will be awarded with no more than 75 per cent of a program of study obtainable through transfer credit.
- 1.4 Negotiated agreements and articulations established by Fleming College with a partner institution will delineate and regulate all awarded transfer credits.
- 1.5 Credit will not be awarded for courses taken at career/private institutions unless negotiated and approved by Colleges Ontario.
- 1.6 Fleming College reserves the right to determine eligibility requirements for transfer credit and also acknowledges that some programs have program/course-specific restrictions or additional requirements that may impact credit transfer eligibility.
- 1.7 Decisions regarding credit transfer may be appealed.

### Related Documents

- Transfer Credit Operating Procedure 2-222OP

### Appendices

N/A

### History of Amendments/Reviews:

Section(s)	Date	Comments
New	June 2019	Approved by Board of Governors June 26, 2019