

ADMINISTRATIVE OPERATING PROCEDURE: Transfer Credit

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Approved by Senior Management Team	June 2019
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Monitoring Responsibility:	Office of the Registrar
Linked to a College Policy:	#2-222

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.

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 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.

Operating Procedure

1.0 Application for External Transfer Credit

- 1.1 For Fleming College applicants, the application for transfer credit is initiated through the Office of the Registrar.
 - 1.1.1 For enrolled students, the application for transfer credit can be accessed through the Student Service Center. Navigation: MyCampus; Student ServicesCentre; Student Self-Serve Option; Transfer Credit Request; Add New Value.
 - 1.1.2 For non-enrolled (not-matriculated) applicants, please contact the Transfer Credit and PLAR Coordinator in writing via email: transfercredit@flamingcollege.ca
- 1.2 Fleming College applicants are strongly encouraged to apply for transfer credit prior to commencing their program of study at Fleming College. Currently enrolled students should apply prior to their next semester of study.
- 1.3 Application for transfer credit will be received up until the registration deadline for the applicable semester as indicated on the Academic Calendar. Transfer credit applications received after the application deadline will not be accepted.
- 1.3 The applicant is responsible for providing all required supporting documentation by the registration deadline for the applicable semester as indicated on the Academic Calendar. Supporting documents include:
 - official transcript from the recognized external post-secondary institution
 - course outline/syllabus for the courses in which transfer credits are being sought
 - additional supporting documentation indicated as necessary by the Transfer Credit and PLAR Coordinator to support the transfer credit process.
- 1.5 The applicant must remain registered in the course for which they are seeking transfer credit, until confirmation that the transfer credit has been awarded.

2.0 Application for Internal Transfer Credit

- 2.1 Courses with same course code and corresponding curriculum will automatically transfer from one program to another on the student academic record. It is the responsibility of the student to remove the redundant course from their timetable prior to the end of the registration period.
- 2.2 In a situation when a course taken at Fleming College is not coded as an equivalent, the student will be required to submit a transfer credit application to have the course evaluated. Approved courses are recorded in the student information system and included in the student's grade point average.

3.0 Internal and External Transfer Credit Evaluation Process

- 3.1 If the course was previously deemed eligible for transfer credit, the transfer credit will be awarded and transcribed onto the student academic record by the Transfer Credit and PLAR Coordinator.
- 3.2 If the transfer credit needs to be evaluated, it will be sent to the appropriate Program Coordinator or school appointed designate for evaluation and approval.

3.3 Results of the evaluation will be sent to the Transfer Credit and PLAR Coordinator in a timely manner, and in advance of the withdraw deadline without academic penalty, as indicated on the Academic Calendar.

4.0 Criteria for Transfer Credit

4.1 Transfer credit applications may be denied based on the age of the external course. Only those courses completed in the last 5 years will be considered for transfer credit/advance standing/direct entry. Any exception(s) resulting from extenuation circumstances must follow the established appeal process as outlined in article 9.0 of this procedure.

4.2 Courses from a recognized post-secondary institution are eligible for transfer credit or advance standing/direct entry when the following criteria are met:

- the course has been successfully completed and recorded on the received official transcript from the external post-secondary institution, and
- a final grade of at least 60 percent has been achieved, and
- the course outline has broadly met 80 percent of learning outcomes with similar course hour hours of delivery.

4.3 External courses with a pass/fail grade will not be considered for credit transfer except on a case-by-case basis determined by the school Dean.

5.0 Exceptions to Transfer Credit Criteria

5.1 General education electives require a minimum 50 percent passing grade with no required equivalency for delivery hours or learning outcomes.

5.2 Business elective courses require a minimum 60 percent passing grade with no required equivalency for delivery hours or learning outcomes.

6.0 Notification of Transfer Credit Eligibility Evaluation

6.1 Applicants seeking transfer credit must remain enrolled and attend class until they receive notification that their transfer credit application was approved. If an applicant withdraws from the course prior to the transfer credit being granted and the transfer credit be denied, the applicant must register and pay fees for that course in a subsequent term(s).

6.2 Notification of the evaluation for transfer credit will be communicated to the applicant through the Fleming College email system.

7.0 Recording Transfer Credit on the Student Academic Record

7.1 If an external transfer credit has been approved, a designation of "EX" (exemption) will be indicated on the student's transcript of academic record for the associated Fleming College course. The EX designation does not contribute within the GPA calculation

7.2 If an internal transfer credit has been approved (Fleming College credit-to-credit transfer), the original course grade will be calculated in the student's overall GPA.

8.0 International Transfer Credit

8.1 International applications for transfer credit must be accompanied by a World Education Services (WES) or International Credential Assessment Service of Canada (ICAS) evaluation or have the official seal stamped onto the materials received from the international educational institution.

9.0 Appeal of Transfer Credit Evaluation Decision

9.1 A student who wishes to appeal the transfer credit decision must take the following steps:

- 9.1.1 Initiate the appeal by contacting the Transfer Credit and PLAR Coordinator in writing via email: transfercredit@flamingcollege.ca. In the email, the student must clearly detail their concern with the transfer credit decision.
- 9.1.2 Failing resolution regarding the PLAR evaluation, the applicant may articulate their concern regarding the PLAR evaluation results in a formal letter to the Dean (or designate) of the applicable academic school, complete with details and rationale to support reconsideration of the decision.
- 9.1.3 The Dean (or designate) will review the appeal and render, in writing, a final and binding decision.

10.0 Roles and Responsibilities

10.1 The student is responsible to apply for the transfer credit prior to the registration deadline for the applicable semester as indicated by the Academic Calendar and provide all required documentation to support the process. Also, it is the responsibility of the student to remain and attend class until receipt of notification of transfer credit approval. If a student withdraws from a course, prior to the transfer credit being granted and the transfer credit has been denied, it will be the student's responsibility to register and pay fees for that course before graduation.

10.2 It is the Transfer Credit and PLAR Coordinator's responsibility to facilitate the transfer credit process, record the credit on the students' academic record, maintain the database of approved credits, and provide communication pertaining to the status of the transfer credit application.

10.3 It is the responsibility of the Program Coordinator or school appointed designate to review and evaluate any courses put forward by the Transfer Credit and PLAR Coordinator, using the criteria in the Transfer Credit policy and procedure and their industry/discipline experience.

Related Documents

Transfer Credit Policy 2-222

Appendices

History of Amendments/Reviews:

Section(s)	Date	Comments
New	June 2019	SMT approved June 2019