

Procedure Title:	Transfer Credit Procedure
Procedure ID:	OP 2-210A
Manual Classification:	Section 2 – Academic Affairs
Linked to Policy:	2-210 Recognition of Prior Learning
Approved by Senior Management Team:	January 2023
Effective Date:	February 2023
Next Review Date:	January 2026
Contacts for Procedure Interpretation:	Executive Vice President, Academic and Student Experience

1.0 – Purpose

This Procedure provides the criteria for acceptance of academic credits earned at external post-secondary institutions and establishing internal course equivalencies. The College reserves the right to determine the eligibility of Transfer Credits from other post-secondary educational institutions.

2.0 - Definitions and Acronyms

Terms not defined in the section are as defined in the policy:

External Transfer Credit: Academic credit is awarded to a learner for a course previously completed at another recognized post-secondary institution, including courses completed through Dual Credit.

Grade Point Average: A calculated and weighted semester grade point average which is calculated by dividing the total number of grade points earned from final grades reported on the student transcript by the total number of instructional hours. (See Policy #2-201C)

Internal Transfer Credit: Academic credit awarded to a learner for a course previously completed at Fleming College, including courses completed through Dual Credit

Subject Matter Expert: An individual who has the knowledge and expertise in a specific subject area or field of practice, who is capable of determining whether learning outcomes of a course previously taken are equivalent to a course offered by Fleming College.

Transfer Credit Evaluation: The process of determining whether a credit earned at another recognized post-secondary institution is equivalent to a course offered by Fleming College.

3.0 Eligibility Requirements

3.1 Courses from a recognized post-secondary institution are eligible for Transfer Credit consideration when the following criteria are met:

- a) A grade in the course considered for transfer which is considered a pass at the sending institution.
- b) A grade in the course considered for transfer which meets the minimum passing grade required by the receiving course, as detailed in the Course Outline.
- c) A course with non-numeric grade equivalent is only considered for Transfer Credit on a case-by-case basis as determined by the Dean/Designate.

3.2 The applicant is responsible for providing the required supporting documentation to initiate the Transfer Credit application. The required supporting documents include, and are not limited to:

- a) Official transcripts from a recognized external post-secondary institution.
- b) Course outline or syllabus for the semester when the student successfully completed the course.

3.3 If the student has successfully completed a course with the identical course code at Fleming College, they may elect to drop the course until the applicable course-drop deadline. The student is responsible for the internal and external funding implications of any course withdrawals.

3.4 A Transfer Credit application from an Internationally Recognized Post-Secondary Institution must be accompanied by a report from a recognized credential evaluation service or have the official seal stamped on the supporting documents. Documents which are not in English must be accompanied by a certified translation of the document.

4.0 Transfer Credit Application

4.1 Transfer Credit applications are initiated through the Office of the Registrar by applicants with an offer of admission or students enrolled in a program of study. Students are encouraged to apply for transfer credits as early as possible to plan their studies.

4.2 Completed Transfer Credit applications must be received by the applicable course-drop deadline.

4.3 Students applying for Transfer Credit for a course they are currently enrolled in must remain enrolled and should continue participating in course activities until the Transfer Credit is awarded.

4.4 If the student has completed a similar course at Fleming College with a different course code, the student must contact the Office of the Registrar to confirm the

course's equivalency. The student will be advised if a Transfer Credit evaluation for the course is required.

5.0 Transfer Credit Evaluation Process

- 5.1 If a course has been evaluated for Transfer Credit and deemed equivalent, the credit will be granted and transcribed onto the student's Academic Record. Fleming College reserves the right to limit the time a course is current and eligible for Transfer Credit.
- 5.2 Transfer credit applications may be denied based on the currency of the course requested for evaluation.
- 5.3 Courses in which the student has met the Eligibility Requirements will be considered for transfer credit at the discretion of the Subject Matter Expert appointed by the Dean/Designate. The evaluation will be based on content, practical components, lab components, learning outcomes, credit values and the number of contact hours.
- 5.4 The Subject Matter Expert will provide the results of the evaluation to the Office of the Registrar in a timely manner.
- 5.5 An External Transfer credit receives a designation of "EX" (exemption) on the student's academic transcript for the equivalent Fleming College course. The "EX" grade designation is not calculated in the student's overall Grade Point Average.
- 5.6 An Internal Transfer credit will be calculated in the student's overall Grade Point Average.
- 5.7 Notification of the results from the Transfer Credit Evaluation will be communicated to the student via their Fleming College email.

6.0 Transfer Credit Re-evaluation Process

A Transfer Credit decision can be re-evaluated if additional information or documentation is provided to support the request within 30 calendar days of the original decision date. Contact transfercredit@flemingcollege.ca to initiate the re-evaluation process. The request must include a detailed explanation of the rationale for the re-evaluation and new supporting documentation.

7.0 – Related Documents

- [ONCAT – About Transfer](#)
- [Ontario Ministry of Training, Colleges, and Universities Credit Transfer Policy January 2011](#)

- 2-210 Recognition of Prior Learning
- OP 2-210B Articulation Agreements Operating Procedure
- OP 2-210C Prior Learning Assessment and Recognition (PLAR) Operating Procedure

8.0 – History of Amendments & Reviews

Date	Activity
February 2023	Approved