AA09  Transfer of Academic Credit (Internal)

Classification: Academic Affairs
Responsible Authority: Registrar
Executive Sponsor: Senior Vice President, Academic
Approval Authority: Algonquin College Executive Team
Date First Approved: 1995-07-19
Date Last Reviewed: 2016-03-02
Mandatory Revision Date: 2021-03-02

PURPOSE
To document the process to receive a transfer of academic credit (internal) for identical or equivalent College courses when entering another program of study.

SCOPE
This policy applies to all courses of similar duration, with the exception of non-funded courses using the grading system of SC/NSC.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tr>
<td>Funded course</td>
<td>Course funded by the Ministry</td>
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<tr>
<td>Non-Funded course</td>
<td>Course funded by the College from student fees</td>
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<td>Academic Administrator</td>
<td>Chair, Academic Manager, Course Chair, or Dean</td>
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<tr>
<td>Program of Study</td>
<td>A group of courses leading to a certificate, diploma or degree</td>
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<tr>
<td>SC</td>
<td>Course satisfactorily completed</td>
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<tr>
<td>NSC</td>
<td>Course not satisfactorily completed</td>
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POLICY
1. The College recognizes that courses delivered within the College in different programs may lead to essentially the same learning outcomes. With the College assigning an equivalency status to courses, this allows students to receive a transfer of academic credit (internal) for identical or equivalent College courses when entering another program of study.

2. Course(s) in the College will be deemed equivalent to other courses on the basis that they require the student to achieve the same or equivalent course learning outcomes.
3. The Registrar’s Office maintains course equivalencies on an internal equivalency table. The equivalencies are updated annually by the Academic Departments as part of the curriculum review process.

4. Normally, transfer of academic credit (internal) will be awarded to a student, registered in a program, who has successfully completed an identical or equivalent course (or courses) in the College within the past five (5) years.

5. Non-funded courses at the postsecondary level or from professional associations can be used for a transfer of academic credit as long as the grading system for the course is not SC/NSC. These courses are to be of similar duration as the funded courses for which a transfer credit is being requested.

6. In cases of transfer of academic credit (internal), grades provided for identical or equivalent courses will be automatically forwarded to the student’s current program of study, subject to program progression criteria. In exceptional cases, a designation of credit awarded (CR) can be used to identify an internal equivalent where the learning outcomes differ sufficiently to preclude carrying the grade forward.

7. Grades brought forward will be included in the term and cumulative Grade Point Averages.

8. Students who receive transfer of academic credit (internal) are encouraged to obtain guidance from their academic advisor in selecting other courses from the program of study in order to maintain their full-time status.

9. Application for transfer of academic credit (internal) from students studying in continuous entry programs will be processed at the point of registration.

**PROCEDURE**

<table>
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<tr>
<th>Action</th>
<th>Responsibility</th>
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<tr>
<td>1. Report course equivalencies to the Registrar’s Office and confirm them during the Annual Curriculum Review.</td>
<td>Academic Administrator</td>
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<tr>
<td>2. Maintain an internal course equivalency table.</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>3. Following the student’s acceptance to a full-time program or declaration in a part-time program, automatically forward the previously acquired credit to the current program of study.</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>4. Submit a request for transfer of academic credit (internal).</td>
<td>Student</td>
</tr>
<tr>
<td>5. Assess the course for equivalency and notify the Registrar’s Office by the fourth week of the term.</td>
<td>Academic Administrator</td>
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6. Notify the student of the results of the transfer of academic credit (internal) application.

**SUPPORTING DOCUMENTATION**
Appendix 1   Application for ITransfer of Academic Credit (Internal) Forms

**RELATED POLICIES**
AA04  Admissions Policy
AA05  Advanced Standing
AA06  Prior Learning Assessment and Recognition (PLAR)
AA08  Course Load
AA11  Registration
AA12  Changes to Original Registration - Course Drop/Add
AA14  Grading System
AA39  Program Progression and Graduation Requirements

**RELATED MATERIALS**
None
APPLICATION FOR INTERNAL TRANSFER OF ACADEMIC CREDIT (INTERNAL EXEMPTION)

The Procedure to Apply for Internal Transfer of Credit (Internal Exemption):