AA10 Transfer of Academic Credit (External)

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

PURPOSE
To document the process to receive transfer of academic credit (external) for courses completed at other recognized postsecondary institutions.

SCOPE
This policy applies to all courses of similar duration completed with a minimum grade of "C" or equivalent at other recognized postsecondary institutions.

DEFINITIONS

<table>
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<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tr>
<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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POLICY
1. Algonquin College will award transfer of academic credit (external) to students for courses completed at other recognized postsecondary institutions, on the basis that the learning outcomes are equivalent and current to the courses within their program of study.

2. Normally, only those courses completed during the last five (5) years will be considered for transfer of credit. A minimum grade of "C" or equivalent is required.

3. The amount of transfer of academic credit (external) will be limited by the residency policy which states that at least 25% of the hours of instruction required in a program of study must be completed at the College. Programs may require residency immediately prior to graduation.

4. Transfers of academic credit (external) will not normally be granted for high school courses, unless a gap analysis has been completed and the content has been found to be equivalent to a College course.

5. Transfer of academic credit will be recognized in the form of course exemptions.
5.1 Exemptions will be given a designation of "EX" on the transcript and as such will not contribute to the Grade Point Average.

5.2 Students must request exemptions for the current term within the ten (10) day drop/add period (Timetable Change Period). Some exceptions may apply.

5.3 Students who wish to add a course(s) to replace the transfer of academic credit granted, must request the transfer of academic credit prior to the start of term.

5.4 Students who request transfer of academic credit outside of the ten (10) day drop/add period (Timetable Change Period) will have their request processed for the next term.

5.5 Students are advised to remain in the course(s) until such time as they are notified of the status of their request for transfer of academic credit.

6. All transfer of academic credit (course exemptions) must be approved by the Academic Administrator and forwarded to the Registrar's Office by the fourth week of the term.

7. If students register in a course where they have already been granted an exemption, the exemption is valid until the end of the formal withdrawal period, after which the grade to be earned will take precedence.

8. Students granted transfer of academic credit (course exemption) are encouraged to obtain guidance from the designated academic advisor or program coordinator, in selecting other courses from their program of study, should they wish to maintain their full-time status.

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

Transfer of Academic Credit for General Education Courses

1. For General Education mandated courses, the granting of transfer of academic credit will be based on the successful prior completion of a course covering the same theme and meeting similar course learning requirements. The Academic Administrator will be responsible for assessing applications for transfer of academic credit. For details refer to AA27 General Education.

2. For General Education elective courses, the granting of transfer of academic credit will be based on the nature of the course(s) a student has successfully completed. For details, refer to AA27 General Education.

**PROCEDURE**

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<th>Action</th>
<th>Responsibility</th>
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<td>1. Once accepted into a full-time program, or when requesting transfer of academic credit for continuing education courses,</td>
<td>Students</td>
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submit an Application for Transfer of Academic Credit (External) with transcripts and course outlines (in English) to the Registrar’s Office. An assessment fee will be charged except where articulation agreements are in place. Refer to Appendix 1 for the Procedure to Apply for Transfer of Academic Credit (External).

2. Automatically process the request for transfer of academic credit (external) if the course(s) appears on the Table of Recognized Course Equivalencies based on the approvals previously granted.

3. Where a course has not previously been evaluated for equivalency, forward the application to the appropriate Academic Administrator.

4. Assess each application to determine an acceptable degree of equivalency and currency to the courses required in the student’s program of study and report the decisions to the Registrar's Office.

5. Add the new equivalent course(s) to the Equivalency Table.

6. Transcribe the transfer of academic credit(s) which has been granted and place the supporting transcripts on the student's record file.

7. Notify the student of the results of the transfer of academic credit (external) application.

SUPPORTING DOCUMENTATION
Appendix 1  The Procedure to Apply for Transfer of Academic Credit - External

RELATED POLICIES
AD04  Fees
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
AA27  General Education

RELATED MATERIALS
None
Procedure to Apply for Transfer of Academic Credit (External):