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:	2021.04.07
Mandatory Revision Date:	2026.04.07

PURPOSE

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

SCOPE

This policy applies to all courses of similar duration, except for non-funded courses using the grading system of Satisfactorily Complete (SC)/Not Satisfactorily Complete (NSC).

DEFINITIONS

Word/Term	Definition
Funded course	Course funded by the Ministry
Non-Funded course	Course funded by the College from student fees
Academic Administrator	Chair, Academic Manager, Course Chair, or Dean
Program of Study	A group of courses leading to a certificate, diploma or degree
SC	Course satisfactorily completed
NSC	Course not satisfactorily completed
SME	Subject Matter Expert for transfer credit assessment purposes

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 exemption status (EX) 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. Usually, students will use one course as the basis for the course exemption; however, students can supplement their application

with up to two additional courses providing that all learning outcomes have been met. Each course accepted for exemption may only be used once.

3. Credit transfer requests for credits and course work completed more than five (5) years ago will be reviewed for relevancy by a SME (as determined by the Academic Administrator) and may be deemed ineligible for exemption. The SME will determine the suitability and currency of the credit during the evaluation and may deny the credit if the basis course content is deemed no longer relevant.

4. Non-funded courses at the postsecondary level or from professional associations can be used for a transfer of academic credit if 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.

5. Grades assigned for identical course codes or equivalent courses (EQV) will automatically be pulled forward to the student's current program of study and a request for transfer credit is not required. Equivalencies (EQV) are loaded and maintained by the academic departments.Grades brought forward will be included in the term and cumulative Grade Point Averages.

6. Transfer of academic credit will be recognized in the form of a course exemption added to the student record by the Registrar's Office.

   6.1 Exemptions will be given a designation of "EX" on the transcript and as such will not be used to calculate the Grade Point Average.

   6.2 Students must request the transfer of academic credit prior to the start-of-term if expecting to add course(s) in place of the transferred credit in that term of study.

   6.3 Transfer credit requests are received until Day 10 of the current term of study. Students who request transfer credit outside of this period will have their request processed for the next term of study.

   6.4 Students who apply as directed above (7.3) are advised to remain in all registered course(s) until notified of the status of their request for transfer of academic credit. The academic withdrawal and academic penalty dates are applied to students who submit transfer credit requests.

7. All transfer of newly assessed academic credit (course exemptions) must be approved by the Academic Administrator and forwarded to the Registrar's Office for processing. Upon receipt of the Transfer Credit application request, the assessment and processing may take up to four weeks depending on the complexity of review and volume of requests for that term of study.

8. 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.

9. Students who wish to add a course(s) to replace the transfer of academic credit granted (in order to maintain a full-time status and/or to facilitate program completion), must request the transfer of academic credit prior to the start-of-term and seek guidance from their academic advisor.

PROCEDURE

	Action	Responsibility
1.	Once accepted into a full-time program, or when requesting transfer of academic credit for part-time programs or continuing education courses, apply for Transfer of Academic Credit through the student portal, ACSIS. Refer to Appendix 1 for the Procedure to Apply for Transfer of Academic Credit (Internal).	Student
2.	Transfer of academic credit (internal) is automatically processed if the course(s) is in the Table of Recognized Course Equivalencies (Exemption Database). Courses are added to the database, with the approval of the SMEs, for previously evaluated credit.	Registrar's Office
3.	Where a course is not entered in the Table of Recognized Course Equivalencies (Exemption Database), forward the application to the appropriate Academic Administrator.	Registrar's Office
4.	Assess each application to determine an acceptable degree of equivalency and currency to the courses required in the student's program of study, determine whether the equivalency or lack thereof should be added to the Table of Recognized Course Equivalencies (Exemption Database), and report the decisions to the Registrar's Office.	Subject Matter Expert
5.	Provide an explanation of the decision (if the transfer credit application is denied) to the Registrar's Office.	Subject Matter Expert
6.	Add the new course(s) to the Table of Recognized Course Equivalencies (Exemption Database) and enter the decision into the Student Information System.	Registrar's Office
7.	Notify the student of the result(s) of the transfer of academic credit (internal) application.	Registrar's Office
8.	The student has the right to request one additional review of the academic credit (internal) request if the credit was denied. Denied requests are given with explanation. The student must submit a written request via email to the Registrar's Office explaining the reason for the request for reconsideration of the transfer credit review. The Academic Administrator via the Registrar's Office will assign the review to an alternate SME.	Student Registrar's Office Academic Administrator

SUPPORTING DOCUMENTATION

Appendix 1   The Procedure to Apply for Transfer of Academic Credit – Internal is available online: https://www.algonquincollege.com/ro/course-exemptions-credit-transfers/

RELATED POLICIES

AA04   Admissions
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
SA07   Student Conduct

RELATED MATERIALS

None

AA09: APPENDIX 1

Procedure to Apply for Transfer of Academic Credit (Internal):
https://www.algonquincollege.com/ro/course-exemptions-credit-transfers/