

## AA10 Transfer of Academic Credit (External)

Classification:	Academic Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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### PURPOSE

To document the process to receive transfer of academic credit (external) for courses completed at other accredited post-secondary institutions.

### SCOPE

This policy applies to all courses of similar duration completed with a minimum grade of "C" or equivalent at other accredited post-secondary institutions.

### DEFINITIONS

Word/Term	Definition
Academic Administrator	Chair, Academic Manager, Course Chair, or Dean
Program of Study	A group of courses leading to a certificate, diploma or degree
SME	Subject Matter Expert for transfer credit assessment purposes

### POLICY

1. Algonquin College will award transfer of academic credit (external) to students for courses completed at other accredited postsecondary institutions, on the basis that the learning outcomes are equivalent and current to the courses within the program of study.
2. Usually, students will use one course from another accredited post-secondary institution 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 may only be used as the primary basis course once.
3. A minimum grade of "C" or equivalent is required.
4. Credit transfer requests for credits and course work completed more than five (5) years ago will be reviewed for relevancy by a SME 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.

5. 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.
6. 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 post-secondary course.
7. Transfer of academic credit will be recognized in the form of a course exemption added to the student record by the Registrar's Office.
  - 7.1. Exemptions will be given a designation of "EX" on the transcript and as such will not be used to calculate the Grade Point Average.
  - 7.2. 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.
  - 7.3. Transfer credit requests 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.
  - 7.4. Students who apply as directed above (6.3) 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. The academic withdrawal and academic penalty dates will be applied to students who submit transfer credit requests.
8. 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.
9. 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.
10. 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.

#### **Transfer of Academic Credit for General Education Courses**

1. Students may apply for transfer of academic credit for both mandated General Education courses and for General Education elective courses. Refer to policy AA27 General Education for specific details.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Once accepted into a full-time program, or when requesting transfer of academic credit for part-time programs or continuing education courses, submit an Application for Transfer of Academic Credit (External) with official transcripts and course outlines (in English) through the student portal, ACSIS. An assessment fee of \$10 will be charged for each transfer credit request. Refer to Appendix 1 for the Procedure to Apply for Transfer of Academic Credit (External).	Students
2. Transfer of academic credit (external) 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. Ensure the supporting transcripts are added to the student record file.	Registrar's Office
8. Notify the student of the result(s) of the transfer of academic credit (external) application.	Registrar's Office
9. The student has the right to request one additional review of the academic credit (internal) if the credit was denied. The Academic Administrator via the Registrar's Office will assign the review to a new SME.	Student Registrar's Office Academic Administrator

**SUPPORTING DOCUMENTATION**

Appendix 1 The Procedure to Apply for Transfer of Academic Credit - External is available online:

<https://www.algonquincollege.com/ro/course-exemptions-credit-transfers/>

**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

## AA10: APPENDIX 1

**Procedure to Apply for Transfer of Academic Credit (External):**

<https://www.algonquincollege.com/ro/course-exemptions-credit-transfers/>