



Transfer Credit and Advanced Standing

Date Approved: May 5, 2021

Effective Date: May 5, 2021

Date Reviewed: Spring 2021

Replaces (in part): Advanced Standing and Transfer Credit Policy

Purpose

Cambrian College of Applied Arts and Technology (hereafter referred to as “the College”) is committed to creating accessible learning pathways for current and future students.

The purpose of the Transfer Credit Policy and related Procedure to Support the Transfer Credit Policy is to establish criteria for recognizing and awarding credit for prior learning through courses and programs at recognized postsecondary institutions.

Definitions

Transfer Credit: the recognition of previous academic work completed at the College and/or other Recognized Institutions.

Advanced Standing/Block Transfer: The granting of a block of credit for the completion of a group of courses typically based on the completion of an approved credential or full program, from Cambrian or another institution.

Articulation: The process of assessing programs or courses offered at other institutions to determine whether to grant credit towards the earning of a Cambrian post-secondary credential. Articulation is therefore the process, while Block Transfer Credit or Transfer Credit is the end result.

Articulation Agreement: A formally recognized agreement between the College and a sending institution that specifies the number of Transfer Credits awarded towards the earning of a Cambrian post-secondary credential.

Course Equivalency: The granting of course credit for the successful completion of an equivalent course at Cambrian College.

Course Exemption: The granting of course credit for the recognition of knowledge, skills, or abilities that are demonstrated and/ or assessed via assessment measures that are administered by or approved by the College (e.g. Admission or Placement Testing, etc.)

Grouped Credit: The credit awarded when two or more courses must be combined in order to obtain Transfer Credit.

Recognized Institutions: The College considers the following as “recognized” for the purposes of evaluating Transfer Credit and awarding block Transfer Credit:

- a) Member institutions of the Ontario Council on Admission and Transfer (ONCAT)
- b) Canadian public post-secondary institutions
- c) Universities Canada member institutions
- d) International institutions considered accredited or recognized in their country, as determined by the Office of the Registrar through accreditation reference materials or the Ministries of Education of that country

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- e) The Office of the Vice President, Academic, may approve credits obtained from any institution or organization that does not meet the above criteria upon consultation with the Registrar and at the request of the appropriate Dean.

Application/ Scope

All full and part-time Cambrian applicants and students registered in postsecondary studies, including Cambrian Certificates, College Diplomas, Advanced Diplomas, Apprenticeship Programs, Graduate Certificates and Baccalaureate/Degree Programs.

Policy Statements

This Policy is aligned with the Ministry of Colleges and Universities' (MCU) student mobility strategic plan (2018), which supports a transparent and consistent Transfer Credit framework that will ensure student mobility success:

"Ontario will have a comprehensive, transparent and consistently applied credit transfer system that will improve student pathways and mobility, support student success and make Ontario a postsecondary education destination of choice. The credit transfer system will assist qualified students to move between postsecondary institutions or programs without repeating prior, relevant learning."¹

The Policy also reflects the College's strategic goals of supporting student mobility through the development of pathways (e.g., Articulation Agreements) for students to, through and beyond the College.

1. In all Transfer Credit arrangements, the academic integrity of Cambrian's courses and programs must be protected and preserved.
2. The primary purpose of recognizing previous post-secondary learning is to increase student access to post-secondary education at the College by facilitating mobility between other Recognized Institutions and the College, as well as between different Cambrian programs
3. Whenever possible, the College maximizes a student's ability to satisfy program requirements through Transfer Credit.
4. Courses successfully completed at recognized post-secondary institutions or agencies that are deemed equivalent to Cambrian courses are considered for Transfer Credit.
 - a. Students must take at least 25% of their credits for the program at the appropriate credential level at Cambrian to satisfy the College's residency requirement.
5. Graduates from the same MCU-approved programs at Ontario Community Colleges are awarded equal Block Transfer Credit/Advanced Standing in their program at the College.

¹ <http://www.tcu.gov.on.ca/pepg/consultations/maesd-international-pse-strategy-en-13f-spring2018.pdf>

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6. All requests for Transfer Credit and Block Transfer Credit learning require the submission of official documentation.
7. Students may be exempt from having to complete certain courses based on Course Exemption.
8. The College considers Grouped Credit to establish equivalency of a single course.

Responsibilities and Accountability

Vice President Academic is responsible for:

- Ensuring that this policy and associated procedures are reviewed, communicated and fully implemented.
- Review any requests for Transfer Credit consideration that fall outside of the scope of the policy, including requests where courses are completed at private institutions or institutions that are not accredited.

Deans/Chairs are responsible for:

- Make available Subject Matter Experts to assess transferability of courses previously completed at another approved post-secondary institution.
- Submit for consideration to the Office of the Vice President Academic, any requests for Transfer Credit that fall outside of the scope of this policy.
- Participate in any Transfer Credit appeals.

The **Enrolment Centre** is responsible for:

- Receive any Transfer Credit requests and distribute to the appropriate academic departments.
- Support the Transfer Credit process by maintaining the Transfer Credit and course equivalent database.
- Maintain the student's academic record that will include any Transfer Credits awarded through this policy.

The **International Office** is responsible for:

- Support the Transfer Credit process by providing additional information regarding accreditation of international post-secondary institutions.

The **Pathways Office** is responsible for:

- Provide support to students through the Transfer Credit process.
- Host Transfer Credit information events and orientation to support student mobility.
- Prepare annual reports regarding Transfer Credit activity at Cambrian.

Faculty are responsible for:

- Assess transferability of courses previously completed at another approved post-secondary institution.
- Assess Course Equivalency for courses previously completed at Cambrian College.



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Students are responsible for:

- Check their enrolment status when applying for Transfer Credit. Receiving Transfer Credit may affect a student’s course load, which in turn may affect fees and eligibility for Ontario Student Assistance Program (OSAP), scholarships, bursaries and other sponsorships.
- Initiate the Transfer Credit or Course Equivalent process and all subsequent requirements and submissions.

Related Procedures

Transfer Credit Procedures

Transfer Credit Guidelines

Related Policies / Directives / Regulations

Academic Appeal Policy

Academic Integrity Policy

Academic Standing and Promotion Policy

Framework for Programs of Instruction Minister’s Binding Policy Directive (MCU)

Manual for Ontario Colleges, Postsecondary Education Quality Assessment Board 2020 (MCU)

MCU Prior Learning Assessment and Recognition Resource Document

Prior Learning and Assessment Recognition Policy