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| ALGONQUIN COLLEGE DIRECTIVE | NO. OF PAGES 3 | DIRECTIVE NO. E10 |
| | ORIGINATOR Registrar | |
| | APPROVED BY President's Executive Committee | |
| TITLE TRANSFER OF ACADEMIC CREDIT (EXTERNAL) | EFFECTIVE DATE 2008.06.25 | REPLACES 2007.02.07 |

PREAMBLE

Formal recognition of learning attained in other educational institutions enhances equality of educational opportunity, economic viability and geographic mobility. The transfer process recognizes equivalency between formal educational courses and programs and acceptance of shared responsibility in the evaluation of learning outcomes.

POLICY

1. Algonquin College will award transfer credit to students for courses completed at other recognized institutions, on the basis that the learning achievements are equivalent and current to courses within their program of study.
2. Transfer credit will be recognized in the form of course exemptions.
3. Normally, only those courses completed during the last five (5) years will be considered for transfer credit. A minimum grade of "C" (or equivalent) is required.
4. The amount of transfer credit 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.
5. Transfers of academic credit will not be granted using high school courses as the basis course

The only exception to this is BAT4M (Accounting) with a grade of 75% which is recognized as a transfer credit for ACC2310 (Accounting Concepts I).

PROCEDURES, ROLES AND RESPONSIBILITIES

1. To receive exemptions for courses on the basis of external transfer of credit, students are to submit a Transfer of Academic Credit (Exemption) Application with English transcripts and course outlines, to the Registrar's Office following their confirmation of attendance to a full-time program, or when requesting exemptions for continuing education courses. For all external transfer of credits, an assessment fee will be levied, except where articulation agreements are in place.
2. The Registrar's Office will maintain a table of recognized course equivalencies based on the approvals granted. The Registrar's Office will use this list to automatically process exemption applications within the terms of this policy.
3. In cases where the student applies for external transfer of credit for a course which has not previously been declared equivalent, the application will be forwarded to the appropriate Academic Administrator.
4. The Course Academic Administrator in consultation with the Program Academic Administrator will assess each application by determining an acceptable degree of equivalency and currency and will report the decisions accordingly to the Registrar's Office where they will be added to the equivalency table. The Registrar's Office will transcribe exemptions which have been granted and will place supporting transcripts on the student's record file. The Registrar's Office will notify the student of the results of the exemption application.
5. Exemptions will be given a designation of "EX" on the transcript and as such will not contribute to the Grade Point Average. Students granted exemptions are encouraged to obtain guidance from their academic advisor, in selecting other courses from their program of study, should they wish to maintain their full-time status.
6. Students must request exemptions for the current term within the 10-day drop/add period (Timetable Change Period). Some exceptions may apply.

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

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

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

7. All course exemptions must be approved by the department and forwarded to the Registrar's Office by the fourth week of the term. If a student registers in a course where an exemption has already been granted, the exemption is valid until the end of the formal withdrawal period, after which the grade earned will take precedence.

8. Application for exemptions from students studying in continuous entry programs, will be processed at the point of registration.

RELATED DIRECTIVES

Fees - B1

Advanced Standing - E6

Course Load - E7

Changes to Original Registration - Course Drop/Add - E8

Grading System - E11

Registration - E12

Admissions Policy - E17

Prior Learning Assessment - E35

Glossary of Terms

(original signed by)
Vice President, Academic

(original signed by)
Registrar