



OntarioLearn Policy

POLICY TYPE:	Academic
POLICY TITLE:	Transfer of Credit Policy
POLICY NO.:	ACAD-010
RESPONSIBILITY:	OntarioLearn Policy Committee
POLICY APPROVED BY:	OntarioLearn Board of Directors
EFFECTIVE DATE:	June 2000
REVISED:	October 2014
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Introduction

Partner colleges encourage students to build on previous experience rather than repeat it. Acknowledging the attainment of skills and knowledge from prior academic experiences enables students to accelerate the completion of their educational goals.

Purpose

This policy outlines the structure by which students and colleges can recognize credits earned through partner colleges.

Definitions

External credit: The official acknowledgement of course credit from another educational institution.

Program of study: A group of courses leading to a certificate, diploma or degree

Registering college: The College where the student is registered.

Residency: Refers to the number of course credits that are part of a program of study that can be awarded through prior academic experiences (transfer credits) and/or work and life experiences.

Policy statements

1. The Transfer of Academic Credit process (or external credit) is the formal recognition of learning attained in other educational institutions. “Transfer of Academic Credit” opportunities are available to students at OntarioLearn partner colleges.
2. Students wishing to pursue a transfer of academic credit must follow the Transfer of Academic Credit policies and procedures of their registering college.

3. OntarioLearn courses are not automatically granted course equivalency status. Students must formally apply for Transfer of Academic Credits. Variations in course hours, and learning outcomes, may not meet the registering college requirements.
4. Transfer of Academic Credit candidates will be bound by their registering college's residency policy.
5. Certificate/Diploma designations are not transferable between OntarioLearn colleges. Students must follow the "program of study" as outlined by the credentialing college.

Accessibility for Ontarians with Disabilities Act (AODA) considerations

OntarioLearn's commitment to accessibility and AODA standards has been considered in the development of this policy.

Roles and responsibilities

It is the responsibility of the partner colleges to ensure that "Transfer of Academic Credit" opportunities are available to their students.

Non-compliance implications

Non-compliance puts the individual college at risk of inequitable treatment of students and potential legal action.

Communications Plan

Each partner college is responsible for publishing/communicating details related to their transfer of academic credit process to their students.

Related policies, procedures and directives

Partner College Transfer of Academic Credit Policy/Procedures