

# Credit for Prior Learning: Credit Transfer AC-015

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Signature

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<b>Policy Holder</b>	<b>Print Name</b>	<b>Insert Date: (MM/DD/YYYY)</b>

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Signature

Yael Katz, Vice President, Academic	Dr. Yael Katz	X Feb. 1, 2023
<b>Approver</b>	<b>Print Name</b>	<b>Insert Date: (MM/DD/YYYY)</b>

## Purpose

Georgian College is dedicated to creating accessible pathways for students in alignment with the Ontario Council on Articulation and Transfer's (ONCAT) *Principles for Credit Transfer* and the Lisbon Recognition Convention (LRC), the key principle of which is that students should not have to repeat courses with learning outcomes already achieved. This policy outlines the college's approach to granting credit for prior learning via individual transfer credits and block transfers. Prior learning assessment and recognition (PLAR) is addressed in [Policy AC-009: Prior Learning Assessment and Recognition](#).

## Scope

This policy applies to all applicants and registered students of Georgian College in Ontario college certificate, diploma, advanced diploma, graduate certificate and degree programs.

## Definitions

Word/Term	Definition
<i>Advanced Standing</i>	<i>The registration status given to a student that allows entry to a program at a level higher than semester one, based on previous documented academic work at another institution.</i>
<i>Articulation Agreement</i>	<i>Official agreement between two (bilateral) or more (multilateral) accredited postsecondary institutions that defines the terms and conditions enabling students to transfer between specific programs. May also determine which courses or programs taken at the sending institution will apply to graduation requirements at the receiving institution (<a href="#">ONCAT</a>).</i>
<i>Block Transfer</i>	<i>Advanced standing for a group of credits or courses at one institution based on their equivalence to a defined set of course or program learning outcomes at [the same] or another institution. Block credit enables students to enter a program at a receiving institution at an advanced level (<a href="#">ONCAT</a>).</i>
<i>Comparable</i>	<i>Courses being reviewed against Georgian course(s) to determine transfer. Once reviewed and approved as meeting the equivalency criteria (see equivalency below) it becomes a precedent in the Transfer Credit System.</i>
<i>Credit for Prior Learning System</i>	<i>Group of tools used to facilitate all requests for credit for prior learning at the College. These tools include the Transfer Credit System, Transfer Equivalency Tool, Transfer Experience System (PLAR) and Transfer Articulation System.</i>
<i>Credit Transfer</i>	<i>The acceptance of courses as equal to course(s) within Georgian College credit programs; applies to individual courses, block transfer, advanced standing.</i>
<i>Equivalency</i>	<i>A current Georgian College course or courses from a recognized postsecondary institution equal in curriculum to another Georgian College course; must satisfy 80% of the course learning outcomes; course hours and credit value can vary. Equivalencies are determined as follows: transfer credit (e.g., an upper level course equivalent to a lower level course but not reciprocated); two-way equivalent (both courses are equivalent to each other), multiple courses to one (two or more courses satisfy the outcomes on one course), one course to multiple courses (one course satisfies the outcomes of two or more courses). A course that meets the equivalency criteria is set as a precedent in the Transfer Credit System as a comparable (see comparable).</i>
<i>Informal Learning</i>	<i>Learning and skills gained outside of a formal credential, including work and volunteer experience. Refer to <a href="#">Policy AC-009: Prior Learning Assessment and Recognition</a>.</i>

<i>Learning Outcomes</i>	<i>Observable, measurable and obtainable statements conveying what students are able to do at the end of a course or a program; the currency by which transfer is measured.</i>
<i>Lisbon Recognition Convention (LRC)</i>	<i>The common name for the Convention on the Recognition of Qualifications concerning Higher Education in the European Region 1997, which was ratified by Canada's provincial and territorial governments, and made legally binding as of August 1, 2018. The key principle is that students should not have to repeat courses with learning outcomes already achieved.</i>
<i>Prior Learning Recognition and Assessment (PLAR)</i>	<i>A process which uses a variety of tools to help learners reflect on, identify, articulate and demonstrate past learning which has been acquired through study, work and other life experiences and which is not recognized through formal transfer of credit. PLAR allows the evaluation of past learning against established academic standards so that credit can be awarded by a credentialing body. The PLAR process evaluates prior learning and relates it to existing courses, through portfolio assessment and challenge evaluation, for the purpose of granting college credit.</i>
<i>Recognized Postsecondary Institution</i>	<i>An accredited public or private institution with the authority to grant degrees, diplomas and other credentials by a public or private act for the provincial/territorial legislature and/or the international equivalent or through a government-mandated quality assurance mechanism.</i>
<i>Transfer Credit System</i>	<i>Tool used to facilitate all petitions for transfer credits at the college.</i>
<i>Transfer Equivalency Tool</i>	<i>Tool provides users an opportunity to see if previous course experiences might be used toward credit for a comparable course in their Georgian program.</i>

## Responsibility

- The Vice President Academic is responsible for ensuring the implementation of this policy.
- The Dean of the academic area is responsible for
  - Assigning a program coordinator or designate to review the submitted course submission;
  - Ensuring resources are available for assessments throughout the academic year;
  - Approving block transfers (e.g., articulation agreements, collaborative agreements);
  - Assigning faculty subject matter experts to develop pathways in collaboration with the Academic Pathways Unit and Office of Academic Quality;
- The Program Coordinator (or faculty designate) is responsible for
  - Assessing and approving requests for transfer credit;
  - Seeking opinion of faculty subject matter experts;
  - Identifying opportunities for block transfer and articulation;
  - Conducting the outcomes mapping required to determine block transfers; and Meeting with students who have been granted transfer, to advise them about program progression
- The Office of the Registrar is responsible for
  - Ensuring the process is communicated clearly to potential students;
  - Timely assessment of requests for the purpose of evaluation by the academics;

- Timely processing of the academic decision;
- Administration of the system and related issues;
- Ensuring provincial guidelines and Ministry of Colleges and Universities (MCU) requirements are met;
- Implementing and maintaining block transfers and articulation agreements;
- Reviewing the curriculum mapping in collaboration with the Office of Academic Quality; and
- Approving articulation agreements as one of the partners for signoff.
- Office of Academic Quality is responsible for
  - Supporting the mapping process used to determine transfer and to ensure updating of agreements is considered during program renewal (or curriculum changes);
  - Communicating via CIM system when program and courses changes to stakeholders such as Office of Registrar and Marketing, Communications and Recruitment for implementation and student communications; and
  - Maintaining the Curriculum Information Management System (CIM), which includes information related to Georgian course equivalencies and transfer credits.
- The Academic Partnerships Unit is responsible for
  - Liaising with academic areas and the International Centre;
  - Coaching and advising faculty;
  - Addressing any questions related to transfer credit assessments and process; and
  - Supporting review of comparables during program renewal in collaboration with Office of Academic Quality.
- International Centre is responsible for
  - Supporting international students and their agents, where applicable, through the prospect/admission/transfer processes whereby applicants are seeking transfer or utilizing articulation agreements/pathway options;
  - Liaising with the academic areas, legal department, RO; and
  - Addressing questions at the recruitment stage related to international articulation agreements/ pathways available.
- The student/applicant is responsible for
  - Providing accurate information and documentation to support requests for transfer; and
  - Adhering to deadlines to ensure timely resolution to requests for transfer.

## Policy

- 1.1 Transfer is awarded for courses successfully completed at Georgian College or other accredited postsecondary institutions where the learning can be measured as equivalent to learning in Georgian credit programs. Equivalency is established when 80 per cent or more of the learning outcomes and content of a comparable course align with the outcomes and course content of the requested Georgian equivalent(s). Transfer can be granted from course-to-course; from multiple courses to one course; and from one course to multiple courses. Please refer to [Academic Regulations 3. Transfer credit and prior learning assessment.](#)
- 1.2 Block transfers are established for high affinity programs in order to grant students optimal credit and to facilitate their pathway into common target programs. Minimum eligibility requirements must be met in order to be considered for block transfer.
- 1.3 Transfer is not granted

- 1.3.1 based on a previous transfer credit from another institution;
  - 1.3.2 where a course(s) has been used as a prior transfer credit within the same Georgian program;
  - 1.3.3 for high school courses, with the exception of approved dual credit courses;
  - 1.3.4 where the previous institution does not meet accreditation recognition standards;
  - 1.3.5 where the course content is not deemed to meet currency requirements of the program.
- 1.4 All requests for transfer are submitted, assessed and approved through the college's Transfer Credit System (TCS).
- 1.5 The maximum credit allowed through transfer is 75 per cent of the program's course requirements, in order for the student to meet residency requirements. Refer to [Academic Regulation 6.1 Graduation Residency Requirements](#)
- 1.6 Credit Transfer decisions are final and cannot be appealed. Refer to [Academic Regulation 3.5 Process to request credit for prior learning](#).

## Procedures

### 2.1 Credit transfer from external recognized postsecondary institution

- 2.1.1 The student/applicant enters requests for transfer into the Transfer Credit System.
  - 2.1.1.1 Student/applicant requests transcripts from incoming postsecondary institution to be sent to Georgian College if required.
- 2.1.2 The Office of the Registrar staff assesses the request, including all supporting documentation.
  - 2.1.2.1 If a precedent exists for the requested course(s), the transfer is granted automatically and the student is notified.
  - 2.1.2.2 If a precedent does not exist, the staff forwards the request to the Program Coordinator.
- 2.1.3 The Program Coordinator reviews and assesses the request in the system to determine whether the transfer should be granted.
- 2.1.4 The Program Coordinator consults with an appropriate Faculty Course Lead if an expert opinion is needed.
  - 2.1.4.1 If the transfer is approved, the transfer credit is logged in the system and the student is notified of the results.
  - 2.1.4.2 If the transfer is denied, the information is logged in the system, and the student is notified of the results.
- 2.1.5 Once a transfer credit has been approved, it remains in the system as a precedent, and the process for issuing that specific transfer becomes automated.

### 2.2 Credit transfer between Georgian College programs

- 2.2.1 If a student has completed a credit course at Georgian in one program that is identical or comparable to a course required in another program, transfer is automatically granted. No action is required.
- 2.2.2 General education credits are transferable between Georgian programs. For example, if a student completes four general education courses in the Business program and then transfers to another program, the four general education courses can be applied toward the new program. No documentation is required.
- 2.2.3 Where a course from Georgian program has not been identified as comparable to a course in another Georgian program, the student must submit a request for transfer as outlined in 2.1 above.

## 2.3 Block Transfer

- 2.3.1 A block transfer opportunity is identified in consultation with the Dean and Program Coordinator.
- 2.3.2 The course learning outcomes of the incoming program are mapped to the course learning outcomes for the target program. The Office of Academic Quality supports this process. The Office of the Registrar reviews and assesses the proposed mapping.
- 2.3.3 Based on alignment, the courses from which the student is exempt are identified and established as the block transfer.
- 2.3.4 The Office of the Registrar operationalizes the block.

## Related Materials

[ONCAT's Principles for Credit Transfer](#)

[Convention on the Recognition of Qualifications concerning Higher Education in the European Region \(The Lisbon Recognition Convention\)](#)

[ONCAT Glossary](#)

[Policy AC-009: Prior Learning Assessment and Recognition](#)

[Academic Regulation 3. Credit for prior learning](#)

[Academic Regulation 4.3.5 Letters of permission](#)

[Academic Regulation 6.1 Graduation Residency Requirements](#)