Credit Transfer
Student Guide

CANADORE college.ca

Instructions &
Frequently Asked Questions

APPLICATION INSTRUCTIONS

Step One: Collect Your Information

To apply for credit transfer:

- ❑ **Complete,** sign and submit a Credit Transfer Application Form.
- ❑ **Submit** an official academic transcript confirming successful completion of the non-Canadore course(s) being assessed.
- ❑ **Submit** detailed course outlines for each non-Canadore course being reviewed. Course outlines must include learning outcomes or course goals as well as a full description of the course. Submit these together with your application form.
- ❑ **Submit** the appropriate fee for review of non-Canadore courses. Current fees are found on the application form.

Step One - Important Notes

The **Credit Transfer Application deadline** is 15 business days prior to the start of each semester:

- This deadline date can be found at http://www.canadorecollege.ca/admissions/dates-deadlines
- Students who have met the credit transfer deadline may be advised of the outcome of their application prior the **deadline to add and drop classes** for that semester (the first 10 days of the semester).
- Applications received after the deadline will be processed in order of submission. There is **no guarantee** that late submissions will be processed prior to deadline to add and drop classes.

Official transcripts:

- Are original documents issued by an institution.
- Transcripts should be requested from your prior institution well in advance of the application deadline as they may take time to arrive.
- If the transcript was submitted to the Canadore College Admissions Office in the current application year, an additional copy is not required.
- If the transcript was submitted while courses were still in progress, an up to date copy will be needed upon the completion of the courses.
- Official transcripts may be received by the Canadore College Admissions Office in one of the following ways:
  1. Via OCAS with your www.ontariocolleges.ca application
  2. By MAIL from the originating institution's Admissions Office to ours
  3. In person provided that the envelope (containing the transcript and sealed by the issuing institution) is still sealed.

Application Package:

The credit transfer application must be submitted to the Admissions Office with all accompanying documentation. Incomplete packages will not be accepted.

- It is your responsibility to ensure that all required documentation has been received by the Admissions Office.
- Please do not submit the application to your faculty or coordinator for approval of transfer.

Payments can be made:

1. In person (cash, debit or credit card) at the Admissions Office.
2. Over the phone (by credit card) with an Admissions Representative. Please call 705-474-7600 ext. 5123 to reach the Admissions Office.
3. Through your Canadore Self Service account with a credit card. The link to Self Service is available at the bottom of the main Canadore College webpage.

Step Two: Wait for the Assessment Results

Keep attending classes until notified of the application outcome.

The Admissions Office forwards the Credit Transfer Application package to program coordinators and deans for review. The program coordinators compare the course content and learning outcomes of the Canadore College course and the course previously completed to determine if the courses are essentially the same.

If you have not received notice of the outcome of your assessment, please be patient. This process can take from two to four weeks depending on time of year. The beginning of each semester is especially busy and applications will take longer to process.

Step Three: Results

The Admissions Office will notify you of the outcome of the assessment by email to the email address provided on the application form. The application outcome is not subject to appeal.

If transfer is approved you may submit a drop-form within the first 10 days of the term to have the class removed from your schedule and academic record. Submitting a drop-form after the first 10 days of the term will result in a grade of "**WD"** on your academic record. Failing to withdraw from a course which you are no longer pursuing will result in academic penalty and a grade of **"R".**

If transfer is denied you must complete the class.

For MORE information on Credit Transfer:

Canadore College's Transfer Guide:
http://www.canadorecollege.ca/transferguide

Jennifer Sutton - Pathways Officer:
Email: Jennifer.sutton@canadorecollege.ca
Phone: 705-474-7600 ext. 5139

CREDIT TRANSFER F.A.Q.

What is a Transfer Credit?

A transfer credit is an academic credit earned at a post-secondary institution other than Canadore College. Approved transfer credits will be entered as "TC" on a transcript. Transfer credits do not have any value towards your final program GPA.

Is there a minimum grade required to apply for a transfer credit?

Non-Canadore courses must have a minimum grade of 60% or "C"; however, all courses considered for transfer must meet the minimum grade required by the receiving program.

Do you accept international education towards Canadore transfer?

Credits from international postsecondary institutions must be assessed by one of the following credential assessment services:

- International Credential Assessment Service (www.icascanada.ca)
- University of Toronto (www.utoronto.ca)
- World Education Services (www.wes.org)

Course or program outlines may require translation if in a language other than English or French.

Will you accept credits from my institution?

Courses completed at CICan (www.collegesinstitutes.ca/) and AUCC (www.aucc.ca) member institutions are eligible for credit transfer. Courses completed at other institutions will be assessed on a case by case basis.

What is the application submission deadline?

The deadline for submission of credit transfer applications is 15 business days prior to the beginning of each semester.

- Only **complete** packages are to be submitted. Incomplete packages (i.e. missing full course outlines) will not be accepted.
- Application packages must be received by the Admissions Office.

What happens if I submit my application after the deadline?

Application received after the deadline will be processed in order of submission. There is no guarantee that late submissions will be processed prior to the start of the semester.

How much does the application cost?

The fee for the assessment of **one** non-Canadore course is $25.00.
The fee for **two or more** non-Canadore courses is $50.00.
Fees are payable at the time of application submission. Application fees are non-refundable.

Once I submit my application can I drop the class?

No. You are strongly advised to continue your studies until you are advised of the outcome of your application. If you drop the class, and your request for transfer is denied, you may be required to retake the course at additional cost.

How many transfer credits can I receive towards my program?

Students may receive transfer credit or prior learning assessment and recognition (PLAR) credits for up to 75% of their prescribed Canadore College program curriculum.

I haven't received word about my application. What do I do?

Please be patient. Applications can take between 2 and 4 weeks to process. You will be notified by email of the outcome once your application is processed.

- If you have submitted your application before the deadline we expect to advise you of the outcome during the first 10 days of school.
- If you submitted your application after the deadline please understand that the beginning of the semester is very busy. Processing your application will take longer at this time.

What courses previously completed can be considered towards the general education requirement for a program?

Courses from your prior education may be applied towards the ***elective*** general education component of your program if they meet the following criteria:

1. Your program curriculum contains ***elective*** general education courses.
2. The prior course meets the requirements for transfer (60% +, eligible institution).
3. The course is unrelated to the core content of your program.
4. The course fits within one of the MTCU general education themes: *Arts in Society, Civic Life, Societal & Cultural Understanding, Personal Understanding, or Science and Technology.*

If approved for transfer, the general education transfer credit will appear as GED001, GED002, GED003, GED004, or GED005 on the student record. These codes correspond to the general education themes above.

What are the program admission requirements for advanced standing & credit transfer?

Program *admission* requirements are the same for all students. Advanced standing will be evaluated by the program coordinator on a case by case basis.

What do I do once I've been notified of my application outcome?

Upon **APPROVAL** of credit transfer, it remains your responsibility to formally drop the class if required:

- Submit an **Add-Drop form** at the start of the semester to which the transfer credit applies.
- **Add-Drop forms** must be signed by your **program advisor/coordinator** then submitted to the Admissions Office.

Upon **DENIAL** of credit transfer: Complete the class.

My transfer credit was denied. What can I do?

The application outcome is not subject to appeal.