

Policy Number:	AS-2002-2014
Policy Title:	Credit Transfer
Policy Owner:	Vice-President Academic
Effective Date:	January 1, 2014

1. Purpose

This policy is intended to support and improve student pathways by defining and enabling the conditions for credit transfer at Mohawk College.

2. Application and Scope

This policy applies to all Ontario credentialed programs offered by Mohawk College.

3. Definitions

“Advanced Standing” means direct entry to a program beyond the first term as a result of transfer credits granted for formal learning completed at another institution.

“Articulation Agreement” is an official agreement between two (bilateral) or more (multilateral) 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.

“Credit Duplication” is the unnecessary repeat of prior, relevant learning.

“Equivalency” refers to a recognized level of achievement that is equal to a given academic value resulting in the ability to transfer course credit from one postsecondary program to another.

“Exemption” is the waiving of a specific course or group of courses through the completion of comparable courses at another institution upon request of the student. This may be granted based on an assessment by the receiving institution that a course already taken is equivalent in level and scope to the required course.

“Pathway” refers to the route a student takes to move between and among levels of educational credentials, institutions, types of institutions and programs.

“Student Mobility” is the ability of a student to move between one program of study to another at or between postsecondary institutions.

“Transfer credit” is the recognition of prior learning in the form of credit granted by one program or institution for courses taken at another program or institution. May apply to core

courses deemed equivalent in content or may be used to fulfill optional elective course requirements.

4. Principles

Mohawk College supports the following MTCU guiding principles on credit transfer:

- Provide explicit and transparent information for students about transfer credit;
- Realize cost savings for students through the elimination of credit duplication;
- Provide a high degree of consistency across the province in the review of transfer credit for students moving between Ontario institutions;
- Optimize pathways for students and minimize barriers to student mobility;
- Maintain academic integrity of Mohawk programs and courses;
- Improve Ontario's ability to meet the demand for a skilled and flexible workforce by increasing the capacity and flexibility of the postsecondary education sector; and
- Support the needs of transfer students to assist in a smooth transition and successful academic career.

5. Accountability and Compliance

5.1 Accountability Framework

This policy has been approved by the Senior Management Team.

5.2 Compliance

The Vice President, Academic is responsible for monitoring compliance to this policy and updating the policy as required.

6. Rules

- a) Provincial Transfer Database – The College will ensure that student transfer opportunities are identified and populated on the provincial transfer database. This information will be reviewed and updated at least once per year.
- b) Provincial Course Equivalency Database - The College will ensure that course to course equivalencies are identified and populated on the provincial course equivalency database. This information will be reviewed and updated at least once per year.
- c) Pathways Identification – As part of the Program Quality program review process, pathways into and out of programs will be identified and updated on a regular basis.
- d) Articulation Agreements – The College will be dedicated to maintaining existing and forming new articulation agreements with a focus on a multilateral approach.

- e) Student Success – The College will be dedicated to support the needs of transfer students. This will include providing resources to increase transparency, ensure a smooth transition for incoming students, and assist in the preparation of students continuing their academic pathways at other institutions.
- f) Curriculum Alignment - Program areas will consider pathways when developing curriculum and undergoing review, in particular, enabling an incoming student with post-secondary experience to be able to enter with advanced standing. Where possible, best efforts shall be made to align curriculum with equivalent Ontario college programs.
- g) Transfer Credit - Mohawk will grant transfer credit on the basis of comparable course level learning outcomes, comparable credit hours, or accepted Ministry standards, subject to the following:
 - a. Courses governed by articulations are not subject to the restrictions outlined in this section where requirements are specifically stated in the agreement.
 - b. Students must initiate the request for transfer credit.
 - c. Generally, courses must have been completed within the last five years to be eligible for transfer.
 - d. A minimum grade of "C" (60%) or passing grade of the Mohawk course, whichever is greater, is required to be eligible for transfer credit from external institutions; successful completion of the course is required for eligibility for internal exemptions.
 - e. Existing course equivalencies in the college and provincial database will be automatically approved. New equivalencies must be evaluated by the academic program area.
 - f. Applicants who request the use of prior formal learning from an institution outside of Canada are required to have credentials assessed and authenticated by a recognized credential assessment service as determined by the College.
 - g. Residency requirement: The amount of transfer credit will be limited by the residency policy; each candidate must complete a minimum of 25% of their Program of Studies at the College. The 25% residency minimum is required for students to receive a College credential, additional residency requirements will be determined in consultation with the appropriate Associate Dean.
- h) Application Deadline - Students must apply no later than the last day to add or drop courses for fee refund, corresponding to the tenth day of classes, of the semester pertaining to the exemption request. Late applications may be assessed at the discretion of the program area.
- i) Prior Learning Assessment – Refer to policy SS-3100-2008 for the process that is used to evaluate learning from self-directed study, work and life experiences.

7. Policy Revision Date:

7.1 Revision Date

May 2017

7.2 Responsibility

The Vice-President, Academic will be responsible for reviewing this policy every three years or earlier where required.

8. Links

SS-3100-2008 Prior Learning Assessment and Recognition (PLAR) Policy

<http://www.mohawkcollege.ca/Assets/Policies/Prior+Learning+Assessment+and+Recognition+Policy.pdf>

SS-3101-1980 Admissions Policy

<http://www.mohawkcollege.ca/Assets/Policies/Admissions+Policy.pdf>

MTCU Policy for Ontario's Credit Transfer System:

<http://www.tcu.gov.on.ca/eng/eopg/publications/CreditTransferE.pdf>

Application for Course Exemptions:

<http://www.mohawkcollege.ca/student services/recordsregistration/exemptions.html>