Sheridan	**THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING**
Title: Credit Transfer Procedure	

Original Date: October 22, 2014; April 2, 2018	**Effective Date:** April 2, 2018	**Approved By:**
Date of Approval: April 2, 2018	**Last Review Date:** April 2, 2018	Office of the Registrar

1. Purpose

The Sheridan College Institute of Technology and Advanced Learning (Sheridan) is committed to creating accessible pathways for current and future students. The Credit Transfer Policy is intended to support student mobility within the postsecondary education system.

This Procedure and related policy outlines Sheridan's approach to granting Letters of Permission, and recognizing prior education through courses or credentials equivalent to the postsecondary level or completed at another recognized postsecondary institution and how such credits may be applied toward a Sheridan credential.

2. Scope

This Procedure and the related Policy applies to all full and part-time Sheridan students registered in postsecondary studies, including Sheridan Certificates, Ontario College Certificates, Diplomas, Advanced Diplomas, Post-Graduate Certificates, and Degrees.

Students registered in non-postsecondary programs are not eligible to apply for Credit Transfer or a Letter of Permission as outlined in this Procedure and related Policy. Prior Learning and Assessment Recognition and Block Transfer are contained in separate policies and procedures. Students registered in jointly administered programs (with partner institutions) must apply for credit through the institution that is the record holder.

3. Definitions

Advanced Standing: The review and granting of credit for a previously completed course(s) or credential from an approved Recognized Postsecondary Institution (as defined below), external institution.

Breadth Courses: Liberal arts and/or science courses outside of the main discipline of study that are required for all degree programs at Sheridan.

Core Courses: Required courses that contribute to the development of knowledge and skills in a specific discipline or field of study related to a program. Mandated General Education courses may contribute to the core in programs where such courses are consistent with the discipline or field of study of the program.

Course Outline: A detailed description of a course that specifies learning outcomes to be achieved and how the learning outcomes will be evaluated.

Course Substitution: The granting of credits for previously completed Sheridan courses with equivalent content.

Course: A unit of study identified by a particular name, course code and credit value leading to identified learning outcomes.

Credit Transfer: Includes all methods of transferring recognition of previous learning credits, including Prior Learning and Assessment Recognition (PLAR), Block Transfer of credits, Course Substitution and Advanced Standing.

Cross College Communication Courses: Courses required by a Faculty for students registered in a specific program(s) in order to fulfill their English communication requirements for certificates, diplomas, and advanced diplomas.

Decision Maker: Faculty member or designate responsible for reviewing requests for Credit Transfer as designated by the Associate Dean or Dean.

General Education Courses: General Education courses which are chosen by students outside of their field of study to meet their General Education requirements at the certificate, diploma and advanced diploma levels.

Learning Outcomes: Describe what the learner should know and be able to do in order to be granted credit for a course. Some learning outcomes may be deemed essential; others may be optional or desirable. Content or contexts in which learning has been achieved is less important than the demonstration of its achievement (Council of Regents – 1994).

Letter of Permission: A Letter of Permission (LOP) is an approval process by which students may request permission to take credits at other institutions and may transfer them to their degree, diploma or certificate at Sheridan College.

Mandated Courses: General Education courses and Breadth courses which are identified and determined to be required by a Faculty for students registered in a specific program(s).

Recognized Postsecondary Institution: An external institution or organization that is recognized member of provincial, national or international accrediting body, and which "has been given the authority to grant academic credentials by their provincial or territorial governments through charters or legislation that ensures or enables mechanisms for institutional and program quality"[1].

4. Procedure

Submitting a request for a letter of permission, and/or advanced standing is a student driven process which involves several steps and requirements.

4.1   Request for Letter of Permission

    a.   Student Request: The Letter of Permission form will be completed by the student and submitted with course outline(s) to the Office of the Registrar (OTR).

    b.   Review: The Office of the Registrar will review the Letter of Permission request for completeness, and forward for a decision as follows:
        i.   Core requests – faculty decision maker
        ii.   Elective requests with equivalencies - the Office of the Registrar designate, consulting with faculty as required
        iii.   Elective requests with no equivalencies - where no equivalency exists – faculty decision maker.

        The deadline (maximum of one calendar year from start of external course) to complete the external course will be determined during the decision process. Newly approved course equivalencies may be added to Sheridan's database.

    c.   Status: The Letter of Permission with the decision will be emailed to the students Sheridan email account. The student may then choose to register in the course, and once complete, apply for Advanced Standing.

4.2   Request for Advanced Standing

    a.   Student Generated Request: Applications must be created by the student through his/her My Student Centre account in Access Sheridan. For eligible FCAPS students, the Advanced Standing application form is available from the Office of the Registrar (OTR) and must be completed

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[1] Canadian Information Centre for International Credentials: https://www.cicic.ca/2/home.canada

and returned with the required documentation to the Office of the Registrar. Detailed guides and support for students is made available online via http://myOTR.sheridancollege.ca and are updated regularly by the Office of the Registrar.

b. OTR Review: Requests are reviewed by the OTR and then forwarded to faculty for a decision. Requests without complete documentation may be denied and the student may reapply with additional information. Where course equivalency has been previously established, the OTR will verify eligibility (see Section *4.3: Eligibility Requirements*) and post the Advanced Standing onto the student's record.

c. Faculty Evaluation: Faculty will use the criteria and eligibility requirements as outlined in the *Credit Transfer Policy* and *Credit Transfer Procedure* in order to come to a decision. Where a request is denied, the Faculty member will provide an explanation. Detailed information and support for Faculty is made available online through *RegNet* in *AccessSheridan* and is updated regularly by the Office of the Registrar.

d. Application Status: The status and final outcome of a student's online Advanced Standing request can be monitored online via the "View Status and Decisions" link in the *Credit Transfer Centre*. Results for approved online and paper-based requests are visible online under *Self-Service*.

e. Student Record: Courses for which Advanced Standing have been granted are posted or entered by the OTR, and show on the transcript with a grade of AS and are not included in the calculation of the Grade Point Average (GPA). Denied requests are not recorded on the student transcript.

f. Appeal Process: A student who disagrees with a decision received regarding the granting of Credit Transfer has the right to appeal this decision through the *Academic Appeals and Consideration Policy*.

g. Timelines: Where possible, the following recommended timelines should be adhered to during the Letter of Permission and Advanced Standing process.
    i. Students are encouraged to apply for a Letter of Permission at least four weeks prior to registering in a course at another institution.

ii. Students should apply for Advanced Standing early in their program of study, for previously completed courses at least 2 weeks prior to the start of term.

iii. When possible, requests sent forward to faculty for review should be processed within 10 business. However, requests requiring additional documentation or consultation may be delayed.

iv. Online Advanced Standing requests that require an official transcript will be expired if the transcript is not received within 3 weeks. Students may reapply once the transcript has been received.

h. Full-time Status: Receiving Advanced Standing may affect a student's full-time course load status and thus may impact fees and eligibility for OSAP, scholarships, bursaries and other sponsorships. It is the student's responsibility to be aware of their status if Advanced Standing is granted. Students seeking advanced standing for courses they are currently enrolled in, should not withdraw from the course unless the request is approved and posted on their record.

4.3 Eligibility Requirements for Credit Transfer

a. Advanced Standing requests must meet the minimum eligibility requirements as outlined in the Credit Transfer Policy and related Procedure.

b. Student Requirements for Eligibility: Students enrolled[2] in a postsecondary program with fees paid and activated for the current and/or next term are eligible for to apply for a Letter of Permission and Advanced Standing with the exception of the following:
    i. students suspended as a result of an academic sanction;
    ii. students enrolled in joint programs and,
    iii. students enrolled in intensive diploma programs.

c. Potential graduating students and students on a break that have successfully completed one or more semesters in a program may apply for a Letter of Permission. Once an active student again (potential graduates will be activated in order to apply for credit), they may apply for Advanced Standing.

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[2] The Office of the Registrar has the authority to create an Advanced Standing application for students in need of additional credits for graduation, but are not currently term activated or enrolled in classes.

4.4 Transcript & Documentation Requirements for Eligibility

    a. Official transcripts are required in order to process all Advanced Standing requests, and will not be returned to the student once submitted to the OTR. A transcript is considered official when received through Ontario Colleges, or sealed in the original envelope as issued by the institution. Opened transcripts are not considered official and will not be accepted

    b. Transcripts must be submitted using one of the following methods:

        i. official transcripts submitted to Ontario Colleges at the time of Admissions application (preferred method)

        ii. official transcripts sent directly from incoming institution to the Admissions Office at Sheridan

        iii. official transcripts submitted in person to one of the following offices:

- Trafalgar Campus: Admissions Office B101
- Davis Campus: Welcome Desk
- Hazel McCallion Campus: Welcome Desk

    c. Transcripts must meet the following criteria at the time of submission:

Canadian Documents	Official transcript indicating credit value and final grades
International Documents	A comprehensive, or course-by-course assessment evaluated by either World Education Services Canada (WES), or International Credential Assessment Service (ICAS) in addition to official transcripts

    d. Students seeking Credit Transfer are responsible for providing all supporting documentation, including course outlines which state the learning outcomes, methods of evaluation and modes of delivery. However, where there is an existing course equivalency for a previously evaluated course, a course outline may not be required.

    e. Course must meet the following criteria for consideration:

Minimum Course Grade:	Incoming Courses with final grades submitted. Course grades that meet the minimum grade requirement of 60%.

	OR *higher minimum grade as designated by program area(s).* NOTE: Courses on transcripts with non-eligible[3] grades will not be considered.
Currency (Age of Course)	Sheridan reserves the right to deny courses that were completed more than 5 years ago based upon current relevancy of course content.
Practical Component Equivalence	Incoming courses must include a practical and/or lab component if required for corresponding Sheridan course.
Content and Learning Outcomes Equivalence	Incoming courses must match 80% of the Content and Learning Outcomes listed on the corresponding Sheridan Course, except for General Education and Breadth courses. Multiple equivalencies may be used to achieve the 80% Content and Learning Outcome equivalency: • one incoming course may be used to match two Sheridan courses (1:M) • two incoming courses may be used to match one Sheridan course (M:1) • two or more incoming courses may match two or more Sheridan courses (M:M) ***NOTE:*** see *General Education Policy and Procedure* and *Degree Breadth Policy* for criteria of Breadth and General Education courses.
Number of Credits or Instructional Hours	Incoming courses must be of an equivalent credit value (based on contact hours) to corresponding Sheridan course.

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[3] Non-eligible grades include any grade below a 60%, in-progress grades, incomplete grades, and grades assigned for credit transfer from previous institutions.

Recognized Institution(s) and Course(s) (Canadian & International)	Incoming courses must be completed at a Recognized Postsecondary institution or approved Postsecondary level as defined in the Credit Transfer Policy and Credit Transfer Procedure (see Definitions). Incoming international courses will be evaluated based on the grade and credit value as indicated on the accreditation document. Incoming courses completed at an approved Postsecondary level that meet the following criteria: • International Baccalaureate (IB) Courses: Higher Level (designated by HL on transcript) courses with a final grade of 5 or higher • Collège D'enseignement Général et Professionnel (CEGEP) Courses: Second year or subsequent year courses with a final grade of 60 or higher • Advanced Placement (AP) courses: courses with a final grade of 4 or higher • Dual Credit courses, postsecondary transcript must be submitted NOTE: Incoming courses from Career colleges and professional organizations are not eligible for Advanced Standing.

4.5   Responsibility and Authority

a. The Office of the Registrar (OTR) is responsible for the oversight and management of the Credit Transfer Application Process. The Pathways Coordinator or designate within the OTR facilitates new requests as well as creates, maintains and informs faculty and students regarding resources to support the application process. The OTR is responsible for verifying the legitimacy of transcripts and maintaining the student record with regards to Credit Transfer. Falsified or misleading supporting documentation for Credit Transfer requests may result in sanction(s) as stated in Sheridan's Academic Integrity Policy and related Procedure.

b. The Dean and/or Associate Dean of each Faculty is responsible for designating the Faculty member responsible for reviewing Credit Transfer requests in each program area and informing the OTR of that designation.

c. The designated faculty member, as indicated below, is responsible for reviewing requests for Advanced Standing and the validity of course outlines. In the case of denied requests, the designated faculty member provides a rationale for the decision.
     i. Core Courses: Program Coordinator, Academic Advisor or designate
     ii. Mandated General Education Courses: Program Coordinator, Academic Advisor or designate
     iii. Mandated Breadth Courses: Breadth Coordinator, or designate
     iv. Cross-College Communication Courses and "Composition and
     v. Rhetoric" Course: English Coordinator or designate (Faculty of Humanities and Social Sciences)
     vi. General Education Courses: General Education Coordinator or designate
     vii. (Faculty of Humanities and Social Sciences)
     viii. Breadth Courses: Breadth Coordinator or designate (Faculty of Humanities and Social Sciences)
     ix. Continuing Education Courses: Program Coordinator, Academic Advisor, or faculty member as designated by the Faculty of Continuing and Professional Studies

5. Related Documentation/Links/Forms

Prior Learning Assessment and Recognition (PLAR) Policy

Academic Appeals and Consideration Policy

Graduation Policy

General Education Procedure

Academic Integrity Policy

Credit Transfer Policy

Degree Breadth Policy

Letter of Permission Request Form

Credit Transfer Chart