

# CREDIT TRANSFER POLICY

## 1. Policy

After receiving a Letter of Admission (LOA), a student can apply to have courses from other Canadian institutions recognized as equivalent to courses offered at Cambrian at Hanson (hereafter 'Hanson'). Should equivalence be recognized, the credits from these courses shall be transferred to Cambrian at Hanson. The application for credit transfer is processed by the Academic Department of Cambrian at Hanson in conjunction with Cambrian College when the student is applying for transfer credits within a Cambrian College program. Every effort is made to facilitate the transfer of credits from other institutions. It should be noted that transfer credit review may take up to two (2) months.

### 1. Transfer Credit Documentation

- 1.1.1. The onus is on the student to provide documentation with enough verifiable information from the other institution to Cambrian at Hanson for the credit transfer process to be undertaken.
- 1.1.2. These documents will minimally include the student's official transcript and the course outline/curriculum of the course to be considered for credit transfer. The course outline version must match the dates on the student's official transcript.
- 1.1.3. Cambrian at Hanson may request further documentation as is deemed necessary to complete a thorough comparison of the courses and the student's achievement.

## 2. Procedures

### 2.1. Submitting a Credit Transfer Request Application

- 2.1.1. The onus is on the student to submit the credit transfer request application, i.e. the Application for Transfer Credit form, (with official transcript and course outlines) with enough time allocated for administrative processing.
- 2.1.2. Submission of two (2) months before the beginning of the semester is highly recommended.
- 2.1.3. The student must submit the credit transfer request application no later than Day 5 (five business days) into the new semester, in order to guarantee sufficient application processing time.
- 2.1.4. Students wishing to submit a credit transfer application later than Day 5 must sign a 'Credit Transfer Waiver', thereby acknowledging the consequences of the later transfer credit submission and agreeing to take full responsibility for any additional fees.
- 2.1.5. Cambrian at Hanson will not be held liable for any difficulties a student may encounter as a result of submitting a credit transfer after Day 5.
- 2.1.6. If the request is submitted after Day 5, Cambrian at Hanson cannot guarantee that a credit transfer will be processed or approved before the final add/drop deadline.

**2.2. Processing a Credit Transfer Request Application**

- 2.3.** For a student to receive a transfer credit, the student must have attained a minimum of a C grade (greater than or equal to 60%) in that course at the other institution.
- 2.4.** To receive a transfer credit the course from the other institution must be deemed equivalent to a course offered at Hanson within the student's program of study.
- 2.5.** This equivalency is based upon:
- the credit value,
  - the number of instructional hours,
  - the course content, and
  - the language of course delivery
- as evaluated by a qualified member of the Academic Department, and when deemed necessary a subject expert from the faculty.
- 2.6.** For the course to be deemed equivalent:
- the credit value and number of instructional hours must be greater than or equal to the credit value and number of instructional hours of the course offered at Cambrian at Hanson;
  - it must contain at least 80% of the same learning outcomes and objectives as the course offered at Cambrian at Hanson;
  - it must have been delivered in English.
- 2.7.** A single course from another institution can only be transferred to replace a single course at Cambrian at Hanson, even if the credit value, number of instructional hours or scope of content at the other institution is greater.
- 2.8.** A student who successfully obtains a transfer credit will have this credit acknowledged on the student's transcript and the credit will be identified as a transfer credit (TC), but the grades obtained at the other institution will not be used in calculating the student's GPA.
- 2.9.** There are no discounts to tuition fees given to students who are approved transfer credits.