

TITLE: Credit Transfer Policy

Date of Approval: October 22,
2014; January 25, 2018

**Mandatory Review
Date:**
April 2, 2021

Approved By:
 Board of Governors
 Executive Committee
 Senate

Effective Date: April 2, 2018

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 educational system.

This Policy outlines Sheridan's approach to granting Letters of Permission, and recognizing prior educational credits earned through courses 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 Policy and the related Procedure applies to all full and part-time Sheridan students registered in postsecondary studies, including Sheridan Certificates, Ontario College Certificates, Ontario College Diplomas and Advanced Diplomas, Post-Graduate Certificates, and Degrees.

Students registered in non-postsecondary programs are not eligible for Credit Transfer or a Letter of Permission as outlined in this Policy and Procedure. 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. Policy Statement

Sheridan’s Credit Transfer Policy and related procedure is guided by the Ministry of Training, Colleges and Universities Policy Statement for Ontario’s Credit Transfer System which outlines the rationale, goal and principles for the implementation of credit transfer processes across Ontario:

“The [Ontario] government’s vision for credit transfer will make it easier for students to navigate the postsecondary education system, reach their preferred educational destination faster and enter or re-enter the labour market sooner [. . .] The credit transfer system will assist qualified students to move between postsecondary institutions without repeating prior, relevant learning.”²

- 4.1 Letter of Permission: in order for a student to take courses at another institution (while currently enrolled at Sheridan) and apply the earned credits to a Sheridan Credential, a student must apply for a Letter of Permission by the deadline recommended in the Credit Transfer Procedure. This ensures the equivalency of the external course.

Eligibility Requirements for LOP:

Student Status	Students must meet the eligibility requirements as outlined in the Credit Transfer Procedure.
Course	Must meet Advanced Standing eligibility requirements.

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

² MTCU’s rationale for ONTransfer project:
<http://www.tcu.gov.on.ca/eng/eopg/publications/CreditTransferE.pdf>

4.2 Requests for Advanced Standing must meet the minimum eligibility requirements in order to be considered for Advanced Standing. Additional details are available in the Credit Transfer Procedure.

Student Status	Students must meet the eligibility requirements as outlined in the Credit Transfer Procedure.
Minimum Course Grade:	60% NOTE: some courses may require a higher minimum grade as designated by program area(s)
Currency (Age of Course)	Sheridan reserves the right to deny Advanced Standing requests for courses completed more than 5 years ago based upon current relevancy of course content.
Practical Component Equivalence	Incoming course must include a practical and/or lab component if required for corresponding Sheridan course.
Content and Learning Outcomes Equivalence	Incoming course must match 80% of the Learning Outcomes listed on the corresponding Sheridan Course, except for General Education courses and Breadth courses. NOTE: see General Education Policy and Procedure and Liberal Arts and Science (Breadth) Degree Requirements Policy for criteria of General Education courses and Breadth courses.

Number of Credits or Instructional Hours	Incoming course(s) must be at least an equivalent credit value (based on contact hours) to corresponding Sheridan course(s).
Recognized Institution(s) and Courses	Incoming course must be completed at a Recognized Postsecondary Institution or approved Postsecondary level as defined in the Credit Transfer Procedure.
Grouped Credits (Multiple Equivalencies)	<p>Multiple equivalencies may be used to achieve the 80% Learning Outcome equivalency:</p> <ul style="list-style-type: none"> • M:1 - multiple incoming courses may be combined to match one corresponding Sheridan Course. • 1:M - one incoming course may be used to match multiple corresponding Sheridan courses. • M:M – a group of credits (or completed credential) may be used to match a group of Sheridan courses. <p>• Where previously completed courses, or credential(s) that meet criteria for advanced standing cannot be aligned course to course to grant credit for core and mandated courses, and no articulation agreement exists, transfer of credit may be granted, with the approval of Associate Dean upon consultation with the appropriate decision maker.</p>

Documentation

- 4.3 Requests for a Letter of Permission must be accompanied by the “Letter of Permission request form” and the full detailed course outline from the external institution.
- 4.4 Requests for Advanced Standing must be supported by the following documentation in order to be considered for eligibility: official transcript (for Canadian Institutions), official transcript and transcript evaluation documents (for International institutions), and detailed course outline.
- 4.5 Falsified or misleading supporting documentation for Advanced Standing or Letter of Permission requests may result in sanction(s) as stated in Sheridan’s Academic Integrity Policy and Procedure.

- 4.6 Advanced Standing is not recorded on a student's transcript as achievement but rather as "transfer". The course is reflected on the transcript as "AS" and is not used in the calculation of Grade Point Average, nor is it eligible to satisfy the Residency Requirements for Graduation, as defined in the Graduation Policy.

Oversight and Responsibility

- 4.7 Requests for Advanced Standing and Letter of Permission will be facilitated through the Office of the Registrar (OTR).
- 4.8 The Pathways Coordinator within the OTR will be responsible for the oversight, maintenance and management of the online Advanced Standing process including Letter of Permission. Each Faculty area will be responsible for reviewing and assessing the content of incoming requests in order to approve/deny requests based upon the Eligibility Requirements for Advanced Standing outlined in this policy and related procedure.
- 4.9 Advanced Standing and Letter of Permission requests for Core Courses and Mandated Courses will be reviewed and evaluated by the designated Faculty representative using the eligibility criteria outlined in this policy and related procedure.
- 4.10 Advanced Standing and Letter of Permission requests for General Education Courses, Breadth Courses and Cross-College Communication courses will be reviewed and evaluated by the Faculty of Humanities and Social Sciences using the criteria outlined in the related Policies (see General Education Policy and Procedure and Liberal Arts and Science (Breadth) Degree Requirements Policy).
- 4.11 All Advanced Standing and Letter of Permission requests for Faculty of Continuing and Professional Studies (FCAPS) are reviewed by FCAPS faculty.
- 4.12 A decision received regarding the granting of Advanced Standing and Letter of Permission may be appealed using the process outlined in the Academic Appeals and Consideration Policy.

RESPONSIBLE EXECUTIVE:

The Office of the Registrar will interpret and apply the policy and has the responsibility to draft any associated procedures. The Office of the Registrar has the responsibility to approve any associated procedures.

Responsible Executive: Vice President Student Services and Information Technology

Contact: pathways@sheridancollege.ca

5. Related Documentation (Procedures/Additional Policies/Forms)

[Prior Learning Assessment and Recognition \(PLAR\) Policy](#)

[Academic Appeals and Consideration Policy](#)

[Graduation Policy](#)

[General Education Policy](#)

[Academic Integrity Policy](#)

[Credit Transfer Procedure](#)

[Degree Breadth Policy](#)

[Policy Statement for Ontario's Credit Transfer System](#)

[Letter of Permission Request Form](#)

[Credit Transfer Chart](#)