

AURORA COLLEGE

POLICY

Credits from other accredited post-secondary educational institutions can, under certain conditions, be applied toward the completion requirements of Aurora College courses and programs.

PRINCIPLES

1. Successful learning experiences from other accredited post-secondary educational institutions are formally acknowledged for credit in Aurora College programs.
2. Continuing cooperation and articulation between the College and other post-secondary institutions recognizes student effort and provides students with further learning opportunities.
3. Adult learners are a mobile population and inter-college and inter-university articulation should reflect this characteristic.

PROCEDURES

1. A student must complete the Application for Transfer Credit (see Appendix 'A') and submit it with accompanying documents (official transcripts, course outlines, and evaluation documentation) to the Admissions Office for evaluation at the time of application to a Program.
2. The student is responsible for ensuring that all required information is sent to the Admissions Office for evaluation.
3. Applications for transfer credit are reviewed by the College Registrar in consultation with the appropriate Program staff. When determining transfer credits, 80% of course content must be deemed equivalent, with a minimum grade of 65% achieved.
4. Credits earned through transfer credit appear on a student's transcript with the designation TC. (see policy C.25)
5. The maximum amount of credits which may be awarded from institutions external to Aurora College is forty percent (40%) of the total credits necessary for Program completion.

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6. An evaluation fee is charged for each transfer evaluation, payable in full, prior to the evaluation. (see policy J.02)
7. A student wishing to take a credit course from another college/university for credit with Aurora College, shall obtain prior written approval from the Program Head of the program in which they are registered, as well as the Registrar's Office, before the start of the class. This ensures that the course is eligible for transfer credit.
8. A late applicant who is admitted to a program, and has applied for a transfer credit is required to register and attend classes in the course for which s/he has applied for transfer credit, until such time as the transfer credit may be granted in order to ensure h/she will have full course credits.
9. The decision of the Registrar is final and is not subject to the formal appeal process.

FACT SHEET

DATES:

1985-11	New policy issued.
1995-08	Policy revised. Policy and Planning Committee Motion#PPC37-1995. Board of Governors Motion#BG78-1995. Implemented January 1, 1996.
2011-04-07	New format approved and implemented. Board of Governors Motion#BG14-2011.
2012-01-31	Policy revised. Board of Governors Motion#BG03-2012. Implemented February 1, 2012.

RELATED POLICIES

C.12 Program Application, Admission and Continuation
C.25 Grading of Courses
C.44 Registration
J.02 Fees

RELATED AURORA COLLEGE BYLAWS

None

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Appendix 'A'
Application for Transfer Credit



Application for Transfer Credit

Student Name	Student ID#
Program of Study	

1. For each course for which you want Transfer Credit, write the Course # and Course Name in the spaces provided below.
2. Attach an Official Transcript of Marks and, for each course, a course outline and evaluation documentation from the institution which granted the original credit.
3. Submit this form and attachments to the Campus Admissions Office (representing the Office of the Registrar)

Course #	Course Name	College Use Only		
		Approved / Not Approved	%	Transfer Credit
Applicant's Signature:				Date:
Program Head's Signature:				Date:
Registrar's Signature:				Date:

Aurora College policy C.01 *Transfer Credit* outlines the procedure and conditions used in determining transfer of credit eligibility. All decisions are final and are not subject to the formal appeal process.