
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 may be 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.

SCOPE

This policy applies to students enrolled in certificate, diploma, or degree programs who are seeking acknowledgment of academic credit from another institution.

1 GENERAL

- 1.1 A student must complete the Application for Transfer Credit and submit it with supporting documentation, as requested, to the Registrar's Office. (Note: Students wishing to apply for transfer credit are advised to start this process in their first year.)
- 1.2 The student is responsible for ensuring that all required information is sent to the Registrar's Office for evaluation.
- 1.3 Applications for transfer credit are reviewed by the 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. (see Aurora College's *Bylaw #2 Academic Standards*)
- 1.4 Credits earned through transfer credit appear on a student's transcript with the designation TC and no grade.

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- 1.5 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.
 - 1.6 An evaluation fee is charged for each transfer evaluation, payable in full, prior to the evaluation. (see *Policy J.02 Fees*)
 - 1.7 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 and a letter of permission from the Registrar's Office, before the start of the class. This ensures that the course is eligible for transfer credit.
 - 1.8 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.
 - 1.9 The decision of the Registrar is final and is not subject to appeal.
 - 1.10 A student who is registered in a program/course which is being delivered by Aurora College through an agreement with another post-secondary institution, trade organization or other accrediting body may be required to abide by the transfer credit policy of the organization with which the College is partnered.

SUPPORTING PROCEDURES, FORMS, AND RULES

The Vice President, Student Affairs (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

RELATED POLICIES

J.02 Fees

RELATED AURORA COLLEGE BYLAWS

Bylaw #2 Academic Standards

FACT SHEET

DATES:

1985-11	Policy <i>C.01 Transfer Credit</i> 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.
2019-11-07	Policy revised. Approved by Administrator, Aurora College Ref.#Admin-14-2019. Implemented November 7, 2019.