Policy Name	**Recognition of Prior Learning (RPL)**		
Policy #	**C.03**	Category	**Academic**
Approving Jurisdiction	**Board of Governors**	Replaces	**New**
Administrative Responsibility	**Registrar**	Version	**2025-01-16**
Procedures Approved by	**President**	Next Review Date	***See Policy Review Date or as needed***

See C.03 Recognition of Prior Learning Policy (Link to be added when posted.)

DEFINITIONS

Transfer Credit: A course or program credit that is granted to a student for completion of courses or programs at another institution or at Aurora College. Transfer credit is granted solely at the discretion of the receiving institution. Equivalencies may be established on a course-to-course basis or as a block transfer of credits.

Advanced Standing: Academic credit granted to a learner upon admission to a program.

PROCEDURES

The purpose of this procedure is to identify the accountabilities and processes associated with assessment and evaluation of transfer credits in Aurora College courses.

Aurora College provides students with an opportunity to use credits earned at and awarded by other post-secondary institutions where learning outcomes align with Aurora College courses.

1.0 Types of Transfer Credits

Transfer credit can be recognized as follows:

- Direct assigned transfer credit (for courses that are deemed equivalent to an Aurora College course).
- Block transfer credit for credentials for program-specific clusters of courses*. (Credit granted may be different from the amount of credit available on a course-by-course basis).

*Note: Students receiving block-transfer may still be required to complete additional bridging courses to satisfy lower-level degree requirements or to satisfy prerequisites for upper-level course requirements or to satisfy a residency requirement.

2.0 Limitations

2.1. This procedure applies only to credit transferred from accredited public institutions. Credit transferred from private learning institutions will be dealt with on an institution-to-institution basis.

2.2. Aurora College will not grant more credit than what is earned at the home institution.

2.3. Aurora College will not grant credit to any course that is offered on a non-credit basis at the home institution.

2.4. Students on approved program pathways or who wish to "ladder" an existing credential (e.g., certificate or diploma) into a degree program or other post-secondary program will be eligible to transfer credit but must also satisfy program requirements for the credential sought.

2.5. Courses or credentials completed more than 10 years ago are not eligible for transfer credit. They may be eligible for recognition of prior learning assessment. (see C.03.1)

2.6. No credit will be granted for courses completed at the secondary school level unless it is an Aurora College recognized dual credit course offered in school and designed to allow students to graduate with their high school diploma as well as an Aurora College course credit.

2.7. A registered student wishing to take a credit course from another college or university for credit with Aurora College, shall obtain prior written approval from the Registrar's Office and the Program Head of the program in which they are registered, before the start of the class. This ensures that the course is eligible for transfer credit.

2.8. A student who is registered in a program or course that is being delivered by Aurora College through an agreement with another post-secondary institution or other accrediting body may be required to abide by the transfer credit policy of the institution with which the College is partnered.

2.9. Credit will be evaluated from source documents only (i.e., official transcripts sent directly from the issuing institution). Aurora College will not transfer credit that appears on a transcript as transferred credit from another institution.

2.10. Students who present transcripts from outside Canada or the USA must have their transcripts evaluated by either the International Qualifications and Assessment Services (IQAS), World Educational Services (WES), or other approved credential

evaluation service (students must request a detailed/comprehensive assessment). A copy of the original transcript (photocopy is acceptable) must also be provided to Aurora College. In addition:

- If applying for transcript assessment for courses completed at another post-secondary institution, a course syllabus or calendar description from the institution may be required.
- Course syllabi or calendar descriptions in a language other than English or French must be translated to English at the student's expense.

2.11. In order for a course to be eligible for consideration of transfer credit, the student must have passed and gained credit at the home institution. Note: some programs require more than a minimum grade for the course to be used toward an Aurora College credential.

2.12. No ENGL credit will be granted for those students who have studied the English language in a country where English is not the official language. This is English as a Second Language (ESL) study. Credit is possible where the studies are of English literature, university-level English courses, or are clearly not ESL study.

3.0 Applying for Transfer Credits

3.1. Requests for Transfer Credit must be made as soon as possible, once a student is admitted into a program. For example:

- If a student is registered in the Aurora College course for which credit is being sought, requests for transfer credit can be made *at any time before the midpoint* of the course for which the student is seeking credit.

- If the student is registered in the Aurora College course for which credit is being sought and wishes to receive a tuition refund if granted credit, the student must apply for the credit before the end of the add/drop period for that course.

3.2. To apply, submit a transfer credit application. The application package includes:

- The Transfer Credit Request Form.
- Transfer credit fee payment (if applicable).
- Official transcripts from previous institutions, if not submitted with the application. Unofficial transcripts will be accepted provided the institution's name and the student's name are listed on the document. All external courses being used for credit must be on your transcript with the final grade posted.
- A detailed course outline/syllabus for each external course being used for credit. The Course Outlines must be from the year and semester the course was taken. Website or calendar course descriptions will not be accepted.

3.3. Send the completed transfer credit application package to the Office of the Registrar by email: rpl@auroracollege.ca or by mail to:

> The Registrar, Aurora College
> BOX 600
> 50 Conibear Crescent
> Fort Smith, NT X0E 0P0

3.4. Transfer Credit applications will be reviewed to determine all the required materials are present within five (5) working days of receipt of the package. If any information is missing, the Office of the Registrar contacts the applicants by email with a request for additional materials.

3.5. Assessment of transcripts does not commence until a complete application package is received.

3.6. When the application package is complete, the Office of the Registrar forwards it to the Program Head/ School Chair for assessment and credit recommendation.

3.7. Where RPL materials are delivered directly to the Program Head or designee, the Program Head provides a complete copy of the application package to the Registrar prior to proceeding with RPL assessment.

3.8. Transfer credit decisions should be made within 30 working days of receiving a complete application package; however, processing times may vary during the summer months.

4.0 Assessing Credit Transfers

4.1. The transfer credit assessment process begins once complete applications are received (external credit transfers) or once enrolled (for existing Aurora College students). Assessment of external transfer credit includes credit earned at other recognized post-secondary institutions in Canada or internationally. Assessment of internal transfer credit includes courses completed in another Aurora College program.

4.2. External Transfer Credits

4.2.1. Eligibility for credit transfer shall be assessed and granted either on a course-by-course basis, as a block transfer, or where there is an official agreement/partnership between Aurora College and a sending institution to admit students with advanced standing in specific programs.

4.2.2. The Associate Registrar, Academic will review the request to see if the transfer credit(s) have been previously approved and are in the Aurora College transfer credit database. If yes, transfer credit will be granted, and the student advised.

4.2.3.   The Associate Registrar, Academic forwards transfer credit requests that require assessment to the School Chair or designee.

4.2.4.   The School Chair or designee reviews the course outline or syllabus for similarities, content, and rigour of the credit hours/credit received when determining transfer credits.

4.2.5.   The School Chair or designee must use the Transfer Credit and Course Equivalency Rubric to assess transfer credit (TC) or course equivalency (CE) at the course level, so that there is consistency and transparency in decision-making across the College.

4.2.6.   The school/ program responsible for the course decides whether to grant transfer credit/course equivalency. The evaluator may need to request additional information from the student in order to make this assessment.

4.2.7.   The course being evaluated must be an 80% match (i.e. a strong match) to the Aurora College course for which credit/equivalency is sought, unless the course is an elective. If the course is an elective, transfer credit or course equivalency may be granted for a course from an academic discipline or subject area within a discipline that meets the program's elective requirements, and an 80% content match is not required.

4.2.8.   The minimum grade requirement is 65%. This could be higher depending on the grade progression requirements of the program.

4.2.9.   External transfer credits appear on the transcript as a designation of "TC" and are not included in the cumulative grade calculation. External transfer of credit is awarded in the term in which it is relevant.

4.2.10. The maximum number of credits that may be awarded from external institutions is fifty percent (50%) of the total credits necessary for program completion.

4.2.11. A late applicant who is admitted to a program and has applied for transfer credit must register and attend classes in the course for which they have applied for transfer credit until the transfer credit is granted in order to ensure the student will have full course credits.

4.3. Internal Transfer Credits

4.3.1.   A course that has been delivered through Aurora College will automatically be considered for credit in all Aurora College programs.

4.3.2. A course that has been assessed as equivalent to a specific program course receives a designation of internal "TC" and is not included in cumulative grade calculations.

4.3.3. The internal transfer grade must meet, be equivalent to, or exceed the grade required for a pass in the Aurora College program for which it is being used.

4.3.4. Internal transfer students do not need to pay for a transfer credit assessment.

4.3.5. Internal transfer of credit is awarded in the term in which it is relevant.

5.0 Granting Transfer Credits
  5.1. For Individual Post-Secondary Courses
    5.1.1. Credit for individual courses is given in most situations where equivalencies to Aurora College courses have been established.

    5.1.2. When courses have been articulated for precedent-setting transfer to Aurora College, Office of the Registrar staff grant transfer credit according to the articulation agreements retained in the College's transfer database. When precedent-setting transfer has not been established, the following guideline is used:
      • When there are no current articulation agreements for a credit course taken at a recognized institution, and the program is offered at Aurora College, students are expected to provide detailed course outlines for review. The School Chair or designee determines if the course transfers for direct credit.

    5.1.3. When a course from another recognized institution is deemed equivalent to an Aurora College course, credit normally is assigned as follows:
      • Courses completed at recognized institutions are normally given transfer credit for credits that are comparable.
      • Courses with equivalent learning outcomes are normally given the same number of credits as the Aurora College course.
      • If a student is awarded transfer credit for a course AND takes the same course at Aurora College, the course taken at Aurora College becomes part of the student's academic record and is recognized for the calculation of their cumulative average.

    5.1.4. Special Types of Courses:
      • Clinicals, practica, field study courses, internships, and cooperative education courses are awarded transfer credit according to any existing articulation agreements. When no agreements exist, no transfer credit is assigned; however, the School Chair or designee may articulate courses from recognized institutions that are comparable to Aurora College courses as per the guidelines

above. Such decisions are considered precedent-setting and MUST be recorded in Aurora College's transfer database.

5.2. For Block Transfer

    5.2.1. Applicants with a post-secondary undergraduate credential or a vocational certificate or diploma from a recognized institution may be considered for block credit.

    5.2.2. The following guidelines are used to establish block credit:
- The amount of block credit assigned depends upon the length of the program for which the credential was awarded. For each period of study equivalent to two semesters of full-time study at Aurora College, programs may receive a block of up to 30 credits. The total number of credits assigned will not exceed the number of credits (equated to the Aurora College credit system) granted at the originating institution.
- A student granted block credit will be assigned direct credit for individual courses within the block as determined by the Office of the Registrar.

5.3. For Advanced Placement

    5.3.1. Secondary school graduates admitted to Aurora College who have completed Advanced Placement subjects or dual-credit courses receive advanced standing in accordance with the table of course equivalencies established in consultation with instructional staff and published by the Office of the Registrar.

5.4. General

    5.4.1. Once a decision to grant transfer credit is made, the Associate Registrar, Academic notifies the student via the college email system when transfer credit assessment is complete and approved by both the School Chair and Registrar.

    5.4.2. The Associate Registrar, Academic notifies students of denied transfer credit requests via the college email system.

    5.4.3. Student(s) currently registered in the course for which credit is being sought who wish to receive a tuition refund if granted credit, must apply for the credit before the end of the add/drop period for that course or immediately after transfer credit (TC) is granted.

    5.4.4. Upon receipt of the transfer credit application, the Associate Registrar informs transfer credit candidates that transfer credits may reduce their student course load and their ability to qualify for student loans, financial aid, awards, and bursaries.

6.0 Exceptions

Requests from students for an exception to the Recognition of Prior Learning Policy or this procedure must be made in writing to the appropriate School Chair. The School Chair will provide a response via email within five (5) business days of the request.

RELATED DOCUMENTS

B.16 Documents of Recognition Policy and Credential Framework
C.12 Admission and Registration Policy
C.26 Course Outline and Syllabus Policy
C.51 Dual Credit Policy
J.02 Fees Policy

C.03.1 RPL Informal and Non-formal Learning Procedure
C.03.3 RPL Articulation Agreements Procedure
Credit Transfer Database
Application for Transfer Credit
Transfer Credit and Course Equivalency Rubric