

TYPE:	Administrative
TITLE:	Credit Transfer and Letter of Permission
NO.:	ADMIN-252
RESPONSIBILITY:	Executive Director/Registrar
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	December 2018
REVISED DATE(S):	
REVIEW DATE:	December 2021

1. Introduction

Durham College acknowledges the significance of the time savings that students can achieve through the recognition of academic credits earned at recognized post-secondary educational institutions. The College is committed to maximizing credit transfer opportunities wherever possible for our students. Strategic Enrolment Services (SES), working collaboratively with the academic schools, will facilitate the processing of credit transfer and Letter of Permission (LOP) requests in a timely and efficient manner.

2. Purpose

This policy and procedure provides the criteria and processes for demonstrating, evaluating and acknowledging academic credits earned at external post-secondary institutions to determine equivalencies to Durham College courses, for establishing internal Durham College course equivalencies, and for requesting permission to take a course(s) at another post-secondary institution to be used for credit towards a Durham College program.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Credit transfer and LOP applications shall be considered in a fair and expeditious manner.
- 4.2. Whenever possible, maximum recognition of prior education will be awarded. In the event a full-time student receives enough credits to be granted admission to an advanced term, placement will be based on seat availability.
- 4.3. No more than 75 per cent of a program of study can be obtained through credit transfer for all credentials.

- 4.4. Recognition of prior education shall be acknowledged through the granting of external transfer credits, recorded to the student's academic record with a grade of "TC" (transfer credit). These grades are not factored into grade point average calculations.
- 4.5. External courses that have been approved for credit will be maintained as equivalencies in the College's student information system for a period of three years, unless written notification has been provided to SES. If the request is received mid-term, the change will be implemented in the subsequent semester.
- 4.6. An application fee will be charged for each individual LOP and external credit transfer request.
- 4.7. Courses should have been completed within the last five years. While courses completed more than five years ago can be submitted, credit transfer applications may be denied if there have been significant changes to practice or professional requirements. General education courses are exempted from the five-year rule.
- 4.8. Credit transfer and LOP applications will not be awarded for courses taken at career/private institutions.
- 4.9. Credit transfer may be given to students for recognized non-post-secondary courses when a pre-negotiated agreement has been established by Durham College. Where such an agreement is not in place, students must pursue credit consideration through Prior Learning Assessment and Recognition (PLAR). All pre-negotiated agreements will be posted on the Durham College credit transfer webpage: www.durhamcollege.ca/credittransfer.
- 4.10. External courses with a pass/fail grade will not be considered for credit transfer without sufficient proof that the grade required for a pass was a minimum 60 per cent or passing grade for the requested course, whichever is higher, as outlined by program requirements.
- 4.11. Some programs have program/course-specific requirements for credit transfer and LOP eligibility. Information regarding these program-specific requirements can be found on the Durham College credit transfer webpage: www.durhamcollege.ca/credittransfer.
- 4.12. International applications for credit transfer must be accompanied by a course-by-course evaluation from either World Education Services (WES) or International Credential Assessment Service of Canada (ICAS).
- 4.13. Timelines for the submission and assessment of credit transfer and LOP applications will be published and adhered to. Should students apply late for credit transfer consideration, all applicable withdrawal deadlines will apply.
- 4.14. It is recommended that applications for credit transfer be completed prior to course commencement.

- 4.15. Applications for an LOP must be submitted before the student registers for a course at a host institution.
- 4.16. In the event that a student is enrolled in the course they are seeking credit for before applying for credit transfer or LOP consideration, all applicable withdrawal deadlines will apply.
- 4.17. Fast-track students are not eligible for LOP or credit transfer.
- 4.18. Decisions regarding credit transfer and LOP applications may be appealed. The appeal process will follow the Grade Appeal Policy and Procedure ACAD-111.

5. Procedure

5.1. Credit Transfer

5.1.1. Application for Credit Transfer

The application for credit transfer can be completed through the Credit Transfer Application portal on MyCampus. Students are responsible for providing all required documentation - including official transcripts and course outlines - to support their request. An application fee will be charged and any request for credit transfer consideration will not be processed until this fee has been paid.

- 5.1.2. Applications for credit transfer will be accepted each semester up until the 10th day of classes.

5.2. Internal Credit

- 5.2.1. Exact courses will automatically transfer from one program to another on a student's academic record, as will documented equivalencies.
- 5.2.2. Where previous Durham College courses are not automatically recognized, students may submit a request to have these courses considered toward a new certificate or diploma.
- 5.2.3. Internal credit requests require a completed application form and detailed course outlines for assessment. Additional documentation may be requested by the subject matter expert evaluating the request. There is no fee for this service.
- 5.2.4. Approved equivalencies are recorded in the college's student information system and included in the student's grade point average. This equivalency will apply for all students. When an equivalency cannot be built within the college's student information system, a substitution or exemption will be utilized.

5.3. Evaluating Credit Transfer Requests

- 5.3.1. Applications for credit transfer are submitted to the Credit Transfer Office in SES for tracking and processing.
- 5.3.2. If a previously recognized course equivalency exists within Durham College's student information system, the credit transfer request will be approved and transcribed on the student's academic record.
- 5.3.3. If the course being requested for consideration is not currently approved in the student information system, credit transfer staff will send the course information to the subject-matter expert in the appropriate academic school office for review and decision. All requests will include a copy of the Credit Transfer and Letter of Permission Evaluation Guide to ensure a consistent, quality, learning outcome-focused assessment of credit transfer requests. Subject matter experts have 10 business days to return a response to the Credit Transfer Office. Requests that have not received a response within 10 business days will be escalated by the Credit Transfer Office to ensure a timely response for students.

5.4. Recording Credits on Academic Record

- 5.4.1. Credit for external courses approved as equivalent to a Durham College course will be transcribed on the student's academic record with a grade of "TC" (credit transfer) and will not be included in the calculation of a student's grade point average.
- 5.4.2. Approved external credits will be maintained on the College's student information system for a period of four years, unless written notification has been provided to SES by the academic school office. If the request is received mid-term, the change will be implemented in the subsequent term.

5.5. Notification of Assessment Results

- 5.5.1. If a student is currently registered in the course they are seeking credit for, they must remain in class until a response has been received regarding their application for credit transfer. If a student has questions regarding the status of their application for credit transfer, they should contact transfers@durhamcollege.ca. Decisions regarding credit transfer applications will be communicated on the MyCampus Credit Transfer Application portal. Evaluations typically take 10-15 business days to complete.

5.6. Appeals

- 5.6.1. Students may appeal a credit transfer decision. The appeal process will follow the Grade Appeal Policy and Procedure ACAD-111.

5.7. General Education Electives

- 5.7.1. General education credits will be reviewed and approved by credit transfer staff. Generic general education credits will be created and used each semester for any courses approved for use as a general education credit without an exact equivalent (i.e. GNED 1100 – General Education Elective I, GNED 1200 – General Education Elective II, and GNED 1300 – General Education Elective III).

5.8. Breadth Electives

- 5.8.1. Generic breadth elective credits will be created and used each semester for any courses approved for use as a breadth elective without an exact equivalent.

5.9. Application for a Letter of Permission (LOP)

- 5.9.1. A student may initiate the LOP process by submitting an application form to the Credit Transfer Office in SES indicating that they wish to receive pre-approval to take a course at another recognized post-secondary institution and transfer it back to satisfy a course requirement in their Durham College program. It is the student's responsibility to find a course that they feel is equivalent prior to submitting their request.
- 5.9.2. The LOP application form must be submitted prior to registering in the course at the other institution. The application form can be downloaded from the Durham College website (www.durhamcollege.ca/lopapp) or picked up in person from the SES office. It should be submitted at least four weeks prior to the intended start date at the other institution. In order to ensure timely processing of the application, it is the student's responsibility to provide a course outline from the other institution at the time the application is submitted. Incomplete applications will not be accepted. An application fee will be charged and must be paid at the time the form is submitted.

5.9.3. Upon receipt of the LOP application form, credit transfer staff will confirm that the student has met eligibility for the LOP process, which requires that the student must:

- Be an active student in good academic standing
- Not be in the first term of their program (as they will not have academic standing)
- Not have any academic integrity alerts on their record
- Not exceed residency requirements for program if approved (if in receipt of previous credits or PLAR)

If the student is eligible, the request will be reviewed for completeness and verified against the equivalency database in student information system. If a previously-recognized course equivalency exists within Durham College's student information system, the LOP request will be approved immediately.

If a course equivalency does not exist in the student information system, credit transfer staff will send the course information to the subject-matter expert in the appropriate academic school office for review and decision. All requests will include a copy of the Credit Transfer and Letter of Permission Evaluation Guide to ensure a consistent, quality, learning outcome-focused assessment of letter of permission requests. Subject-matter experts have 10 business days to return response to Credit Transfer Office. Requests that have not received a response within 10 business days will be escalated by the Credit Transfer Office to ensure a timely response for students.

LOP requests for General Education electives are reviewed by credit transfer staff. Generic general education credits will be created and used each semester for any courses approved as a general education credit where an equivalent elective is not offered at Durham College (i.e. GNED 1100 – General Education Elective I, GNED 1200 – General Education Elective II, and GNED 1300 – General Education Elective III).

5.9.4. Credit transfer staff will notify the student via e-mail of the decision regarding their LOP request. If approved, the student will also receive an official letter indicating approval to take the course and the requirements for receiving the credit (timelines for completion of course, minimum grade required, supporting documentation to be submitted once completed, etc.). The letter will be attached to the approval e-mail but if requested, may also be mailed to institution where student plans to take course. A digital copy of the letter will be saved to student record for future reference.

5.9.5. Newly approved equivalencies will be recorded in College's student information system.

5.9.6. Upon successful completion of the course with required minimum grade (60%/C or passing grade for the requested course, whichever is higher, as outlined by program requirements), the student must provide an official external transcript to credit transfer staff. Once the required documentation is received, the course will be transcribed on the student's academic record with a grade of "TC" and will not be included in the calculation of a student's grade point average. Note that students completing their final course through the LOP process must have their official transcript submitted to SES a minimum of 45 days prior to their applicable spring or fall convocation date.

5.10. Credit Transfer Equivalency Database

5.10.1. All approved external equivalencies will be added to the college's credit transfer database for future approvals. Equivalencies will be built for a period of three years. After three years, equivalencies will be reviewed for extension or termination. Terminated equivalencies will be sent for re-assessment if a new application is submitted to identify if the equivalency can be added back to the database and if not, the rationale for denial.

5.10.2. If there are significant changes to a Durham College course, an equivalency may be terminated prior to the three-year expiry with written notification to credit transfer staff. If the request is received mid-term, the change will be implemented in the subsequent term.

5.11. Appeals

5.11.1. Students may appeal the LOP decision. The appeal process will follow the Grade Appeal Policy and Procedure ACAD-111.

5.11.2. Prior to initiating an appeal, the student should review the rationale for denial provided in their letter of permission communication. If they can demonstrate that the course they plan to take addresses the missing learning outcomes, they should try to resubmit their application with the additional information.

6. Roles and responsibilities

6.1. It is the responsibility of the Executive Director/Registrar, SES, in collaboration with the Vice-President, Academic to ensure this policy and procedure is fully implemented.

6.2. It is the responsibility of SES, in collaboration with the academic schools, to facilitate the processing of credit transfer and LOP requests in a timely and efficient manner.

6.3. It is the responsibility of the student to apply for credit transfer and LOP consideration within the published timelines as posted on, but not limited to MyCampus and the College website. It is also the responsibility of the student to

submit supporting documentation to prove successful completion of approved courses by required deadlines and to be aware of graduation timelines if they are looking for a credit in their final term of study.

- 6.4. It is the responsibility of each academic school to review and respond to credit transfer and LOP requests forwarded by SES within documented timeframes.
- 6.5. It is the responsibility of SES to provide each academic school with a list of previously approved external credits that require review and re-approval. This process will be completed annually, for all course equivalencies with an expiry date of three years after the last approval (as identified in the Student Information System).
- 6.6. It is the responsibility of SES to facilitate the credit transfer and LOP processes, record credits on the student's academic record, as appropriate, maintain a database of approved credits, and advise students of the results of their application.
- 6.7. It is the responsibility of SES to verify course equivalency requests against credit transfer database, send new course equivalency requests for review, record credits on the student's academic record, and advise students of the results of their request.

7. Accessibility for Ontarians with Disabilities Act considerations

- 7.1. Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan Policy and Procedure (ADMIN-203).
- 7.2. Forms for applying for credit transfer and LOP are available in alternate formats upon request.

8. Non-compliance implications

- 8.1. Failure to comply with this policy puts the college in conflict with the Minister's directive and at risk of actions by the government.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Ministry of Training, Colleges and Universities - Minister's Binding Policy Directive Frameworks for Programs of Instruction
- Durham College credit transfer website: durhamcollege.ca/credittransfer
- Durham College letter of permission website: durhamcollege.ca/LOP