

# Credit Transfer Guide

MAXIMIZE YOUR PREVIOUS LEARNING



Credit transfer provides an opportunity to leverage previously completed courses from Durham College (DC) or another recognized post-secondary institution towards a post-secondary credential.

## AM I ELIGIBLE?

To be eligible for credit transfer at DC, you must first accept an offer of admission to the program you are interested in transferring credits towards.

### 1. **Core courses must meet the following criteria:**

- At least 80 per cent identified as being similar in content and learning outcomes.
- Minimum grade of 60 per cent/C or the passing grade for the requested course (whichever is higher).
- Course content should be equivalent (or close to equivalent) in hours of instruction.
- Courses should have been completed within the past five years.

While courses completed more than five years ago can be submitted, they may be denied on the basis of age if there have been significant changes to practice or professional requirements, policies/legislation or technology/software requirements.

### 2. **General education and breadth elective courses must meet the following criteria:**

- The content must be theoretical versus applied and sufficiently different from your current program content.
- Previous courses completed at DC or another institution must be equivalent to at least a 3-credit (42-hour) course.

**If you completed a dual-credit course, you may be eligible to transfer your previously completed course towards your program if it meets the aforementioned requirements.**





## HOW DO I APPLY?

The credit transfer process is student-driven. You can apply by accessing the Durham College (DC) online **Application for Credit Transfer** located on MyCampus under Helpful Links.

Your application will not be eligible for review until all of the requirements cited below have been submitted.

### 1. **Previously completed courses at another institution:** Identify which previous course(s) you feel are equivalent to course(s) in your new program.

You will need to upload the following items as you fill out the online application:

**Official transcript** – The transcript must cite your successful completion of the course with the required minimum grade of 60 per cent/C or passing grade for the course. If you provided an official transcript as part of the current admission cycle, then you are not required to provide a new transcript\*.

**Course outline** – Course outlines provide evidence for why your previous course is equivalent to the course from which you are seeking exemption.

**Payment** – There is a \$16/course fee for each request.

\* *International requests for credit transfer must include a course-by-course credential assessment from either World Education Services (WES) or the International Credential Assessment Service of Canada (ICAS).*

### Please note:

*General education and breadth elective requests do not require submission of a course outline. A fee of \$16 for external requests is required but will include evaluation of up to the maximum number of electives needed for your program.*

### 2. **Previously completed DC courses:**

Identify which previous course(s) you feel are equivalent to course(s) in your new program.

For courses previously completed at DC, no official transcript, course outline or payment is required.

## WHEN SHOULD I APPLY?

Applications for credit transfer should be submitted prior to course commencement and will continue to be accepted until the tenth (10th) day of classes each semester.

### Please note:

*If you are applying for a large number of courses across the duration of your program, it is best to submit all in your first semester for review so that you can work with your student advisor to create a customized academic plan.*

## HOW LONG WILL THE PROCESS TAKE?

During peak periods, it may take four to six weeks to receive a response to your completed application. Please continue to attend class until a decision is made.

You can monitor the results of your credit transfer application through the online application by selecting 'Check Status' on MyCampus.



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