

TYPE:	Administrative
TITLE:	Credit Transfer and Letter of Permission
NO.:	ADMIN-252
RESPONSIBILITY:	Executive Vice President, Academic
APPROVED BY:	Durham College Leadership Team
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1. Introduction

Durham College (DC) recognizes the significant 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 for students wherever possible.

2. Purpose

This policy and procedure outline the framework for evaluating and acknowledging previously completed courses earned at DC and other post-secondary institutions.

3. Definitions

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

4. Policy statements

- 4.1. Whenever possible, maximum recognition of prior education will be awarded.
- 4.2. At least 25% of courses in a certificate, diploma, advanced diploma or graduate certificate [program of study](#) must be completed at DC through means other than credit transfer. Programs may have program-specific or course-specific requirements for credit transfer and letter of permission (LOP) eligibility.
- 4.3. An application fee may be charged for each LOP and external credit transfer request.
- 4.4. Academic deadlines apply to the credit transfer process. Students are encouraged to submit applications for credit transfer prior to course commencement.
- 4.5. Credit transfer may be denied for reasons including, but not limited to: currency of curriculum; lack of similarity in content and/or course learning outcomes; failing to meet minimum grade requirements; lack of payment; and/or insufficient hours of instruction.

- 4.6. Credit transfer and LOP applications will not be awarded for courses taken: at private career colleges; as part of academic upgrading; or as general interest classes.
- 4.7. 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).
- 4.8. DC will not be held responsible should a student register for a course at another post-secondary institution prior to receiving an approved LOP.
- 4.9. Decisions regarding credit transfer and LOP applications may be appealed.

5. Procedure

5.1. Eligibility and Application for Credit Transfer

5.1.1. To be eligible for credit transfer, students must accept an offer of admission to the program in which they are seeking to transfer credits.

5.1.2. Credit transfer also requires:

- courses be at least 80% similar in current content and learning outcomes (excluding [General Education](#) and breadth electives);
- a minimum grade of 60% (C) or the passing grade for the requested course, whichever is higher, for external transfer credit;
- the passing grade for the requested course for internal transfer credit; and
- equivalent or greater hours of instruction.

5.1.2. Applications for credit transfer can be completed through the student portal.

5.1.3. [Students](#) seeking to transfer external credits are responsible for providing all required documentation and fees, as requested. There are no fees for internal credit transfer requests.

5.1.4. Applications for credit transfer for courses being offered in that semester will be accepted until the 10th day of classes.

5.2. Equivalencies and Credit Transfer Recognition

5.2.1. Identical DC courses will transfer from one program to another on a student's academic record, as will documented equivalencies.

5.2.2. Where previous DC courses are not automatically recognized as equivalencies, students may submit a request through the student portal

to have these courses considered toward another credential.

- 5.2.3. Approved equivalencies and credit transfers are recorded in the college's student information system, but are not included in the calculation of a student's grade point average.

5.3. Evaluating Credit Transfer Applications

- 5.3.1. Applications for credit transfer are submitted to the Credit Transfer Office in Admission Services.
- 5.3.2. If a previously recognized course equivalency exists within DC'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 appropriate school office.

5.4. Notification of Credit Transfer Application Results

- 5.4.1. Students currently registered in the course they are seeking credit for must remain registered in the class until a decision has been received regarding their application for credit transfer.
- 5.4.2. Decisions regarding credit transfer applications will be communicated through the student portal. Students with questions regarding the status of their application for credit transfer should contact the Credit Transfer Office in Admission Services.

5.5. Application for a Letter of Permission

- 5.5.1. Students initiate the LOP process by submitting an application form to the Credit Transfer Office in Admission Services. It is a student's responsibility to find a course that they believe is equivalent prior to submitting their request.
- 5.5.2. An application fee will be charged and must be paid at the time the form is submitted. The DC website contains the most current information about criteria and deadlines for LOPs.

- 5.5.3. Upon receipt of the LOP application form, staff in the Credit Transfer Office will confirm that the student has met eligibility for the LOP process, which may require the student:
- not be in the first term of their program (as they will not have academic standing);
 - not have outstanding fees owing to DC; and
 - not exceed residency requirements for program if approved (if in receipt of previous credits or [PLAR](#)).
- 5.5.4. If a course equivalency does not exist in the student information system, staff in the Credit Transfer Office will send the course information to 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. Academic schools will provide their responses to the Credit Transfer Office as soon as possible.
- 5.5.5. LOP requests for General Education electives are reviewed by staff in the Credit Transfer Office.
- 5.5.6. Credit transfer staff will notify the student via DC Mail of the decision regarding their LOP application. If approved, the student will also receive an official letter indicating approval to take the course and the requirements for receiving credit, which may include timelines for course completion, a minimum grade required and/or supporting documentation to be submitted once the course is completed. A digital copy of the letter will be noted on the student record.
- 5.5.7. Upon successful completion of the course with the required minimum grade (60%, 'C' or the passing grade for the course, whichever is higher as outlined by program requirements), the student must provide an official external transcript to staff in the Credit Transfer Office.
- 5.5.8. Once the required documentation is received, the course will be transcribed on the student's academic record with a grade of "TC". The course will not be included in the calculation of the student's grade point average.
- 5.5.9. Students completing their final course through the LOP process must have their official transcript submitted to the Credit Transfer Office prior to applicable graduation grade submission deadlines.
- 5.6. Credit Transfer Equivalency Database
- 5.6.1. All approved external equivalencies will be added to the college's credit transfer database for future approvals. Equivalencies will be valid for a period of three academic years. After three academic years, equivalencies will be reviewed for extension or termination.

5.6.2. If there are significant changes to a DC course, an equivalency may be terminated prior to the three academic year expiry timeframe, with written notification to the Credit Transfer Office. If the request is received during an academic year, the change will be implemented in the subsequent academic year.

5.7. Appeals

5.7.1. Students may appeal an LOP decision through the grade appeals process.

6. Roles and responsibilities

- 6.1. It is the responsibility of the Executive Vice President, Academic to ensure this policy and procedure is fully implemented.
- 6.2. It is the responsibility of the Credit Transfer Office to facilitate the processing of credit transfer and LOP requests including all communications with the student, maintain a database of approved credits, assess General Education courses and review previously approved external credits annually.
- 6.3. It is the responsibility of academic schools to review and make decisions about credit transfer and LOP requests provided by the Credit Transfer Office.
- 6.4. It is the responsibility of students to apply for credit transfer and/or LOP consideration within the published timelines, submit supporting documentation and fees as required, be cognizant of graduation deadlines if applying for credit in the final term of the program of study.

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).

8. Non-compliance implications

- 8.1. Failure to comply with this policy may contravene governmental requirements for credit transfer and negatively impact the academic progression of students.

9. Related forms, legislation or external resources

- Credit Transfer Form
- Letter of Permission Application Form
- Ministry of Colleges and Universities - Minister's Binding Policy Directive Frameworks for Programs of Instruction
- ONCAT electronic course equivalency database