

Policy Title: Transfer Credit

Category:	<input type="checkbox"/> Institutional – Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	April 25, 2024	Effective date:	June 1, 2024
Policy Sponsor:	Dean, Undergraduate and Graduate Education	Date last reviewed:	April 25, 2024
Date of Mandatory Review (expiry date):	April 2029	Date of last revision of Procedures:	April 25, 2024

1. POLICY

1. CMCC may in its sole discretion, grant Transfer Credit for courses successfully completed at a university or professional program, under the following conditions.
 - a. the student must have earned a minimum of a B in the course(s)
 - b. the course for which Transfer Credit is being sought must be one which CMCC has designated as being eligible for Transfer Credit
 - c. the course hours, content and learning outcomes for the university level course must show significant alignment and similarity (80% or more) with the CMCC course hours, content and learning outcomes, as determined by CMCC
 - d. the course(s) must have been completed within five years preceding admission to CMCC.
2. If a student is eligible for transfer credit under an advanced entry admission articulation agreement established between CMCC and another post-secondary institution, transfer credit will be granted in accordance with the terms and conditions of the agreement.
3. A student may not be granted Transfer Credit for more than 40% of a full-time academic load, unless the student has been admitted to a CMCC academic program under the Undergraduate Student Transfer policy.

4. CMCC may in its sole discretion, elect to offer transfer credit to a student at the time of admission to an academic program prior to a student's request for transfer credit.
5. Students in degree or diploma programs may take courses at other accredited universities for transfer credits, in accordance with section 1., a. – c. of this policy, and provided that the transfer credit assessment and approval has been conducted in advance. Final approval of this transfer credit is under the authority of the Dean, Undergraduate and Graduate Education, and Registrar and is granted in the form of a Letter of Permission.
6. Transfer Credit will be recorded on the student transcript as "TR" and will not be calculated in the student's GPA.
7. Transfer Credit will not be unreasonably withheld.
8. The awarding of Transfer Credit does not result in the reduction of associated tuition fees.

2. PURPOSE

To facilitate student mobility and accessibility across postsecondary institutions.

3. SCOPE

All students.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada.
- Council on Chiropractic Education (CCE) Accreditation Standards.
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations.

5. RELATED POLICIES (not a comprehensive list)

- Program Completion – Graduate Studies Chiropractic Residency Programs.
- Program Completion – Undergraduate
- Undergraduate Student Transfer

6. DEFINITIONS

Advanced Standing is an academic status by which a student is enrolled in Year II or higher in an academic program by virtue of having completed equivalent coursework in another accredited program.

An articulation agreement is an agreement between postsecondary institutions that allows students who have completed courses within a specific program at one institution to be considered for admission and assigned transfer credits in a specific program at another institution.

Extenuating circumstances are those that are beyond the control of the student. They may be unexpected and could include, but are not limited to, illness or injury to themselves or others. In order to be considered, circumstances related to illness or injury must be comprehensively validated in terms of their limitation on academic functioning and student well-being by a health care professional who is licensed within the specific scope of practice. For circumstances not related to illness or injury, other supporting documentation must be provided on request.

Transfer Credit refers to granting credit to admitted students for a course, or combination of courses, based on previous academic study at an accredited post-secondary degree granting institution, in cases where there is a strong degree (minimum of 80%) of similarity between the course hours, content and learning objectives of the courses being compared.

New Policy Approved (date):	Advanced Standing – March 5, 2009
Policy Revision History (dates):	Transfer Credit - April 25, 2013 October 29, 2015 April 27, 2017 March 31, 2020 March 30, 2023 April 25, 2024

-----**END OF POLICY**-----

7. PROCEDURES

1. Transfer Credit Assessment: General Entry Admissions
 - a. Courses designated as eligible for transfer credit will be deemed as such during the course curriculum approval process, and will be so designated on the Course Outline.
 - b. The Student Services will publish, on the Transfer Credit Application a list annually of courses available for Transfer Credit consideration.
 - c. Transfer Credit in designated courses must be requested prior to the start of the course, unless there are extenuating circumstances to prevent it.
 - d. Request for Transfer Credit forms can be obtained online or from the Student Services. The request forms will list the courses that are approved for Transfer Credit.

- e. The student must remit the designated non-refundable application fee(s) and supporting documentation for Transfer Credit assessment to Student Services prior to the posted deadline, which must be no later than eight weeks prior to the start of the academic program. Supporting documentation includes the course outline(s) for the university course(s) from which the student is seeking transfer credit. Additional materials such as course assessments may also be required.
 - f. Upon review of the documentation for completion by the Registrar, the Undergraduate Course Coordinator/Graduate Program Coordinator will review the application for Transfer Credit. The Transfer Credit assessment must be completed within two weeks of the deadline for application as noted on the Transfer Credit Application.
 - g. The Course Coordinator/Program Coordinator will make a recommendation to the Director of Education/Director of Graduate Studies who will inform the Registrar of the outcome of the Transfer Credit assessment. The Registrar will inform the student whether they have been granted Transfer Credit and will enter the appropriate designation on the student's transcript.
 - h. A student whose application for Transfer Credit is unsuccessful may appeal the decision, in writing to the Registrar within five business days of having received notice of the assessment. Appeals of Transfer Credit assessments will be considered by the Dean, Undergraduate and Graduate Education. Insufficient or late submission of supporting documentation at the time of application may not be used for grounds of appeal.
2. Transfer Credit Assessment: Advanced Entry Admissions (Articulation Agreement)
- a. Assessment of transfer credits for students admitted in this category will occur in accordance with the following: (Point below to follow here, please)
 - The course hours, content and learning outcomes for the university level course must show significant alignment and similarity (80% or more) with the CMCC course hours, content and learning outcomes, as determined by CMCC.
 - b. The procedures under which any transfer credit is assessed will be in accordance with the specific terms of the associated articulation agreement.
 - c. A student whose admission to the Doctor of Chiropractic Program is within the terms and conditions of an articulation agreement need not apply specifically for Transfer Credit in each academic year. Transfer Credit will be granted automatically provided that the student continues to abide by the terms and conditions of the agreement.

3. Transfer Credit Assessment: Letter of Permission

- a. A student enrolled at CMCC, who wishes to take a course from another institution, must submit:
 - i. the request for advanced transfer credit assessment under a Letter of Permission to Student Services a minimum of eight weeks prior to the start date of the CMCC academic program in which they are registered, unless there are extenuating circumstances to prevent it.
 - ii. remit the non-refundable transfer credit assessment fee(s) as prescribed in the Academic Calendar.
- b. The Registrar will coordinate the transfer credit assessment in accordance with the policy and procedures.
- c. The request for Transfer Credit on a Letter of Permission will be subject to final approval by the Dean, Undergraduate and Graduate Education, and Registrar.
- d. The Registrar will issue a Letter of Permission to the student and note that this has been done on their academic record.
- e. Upon completion of the approved course, the student must submit an original transcript from the accredited post-secondary institution directly to Student Services in order for transfer credit to be awarded and recorded on the CMCC transcript.

New Procedure Approved (date):	Advanced Standing – March 5, 2009
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8. ATTACHMENTS

None.