

<b>Policy Title:</b>	Transfer Credit		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	April 27, 2017	<b>Effective date:</b>	June 1, 2017
<b>Policy Sponsor:</b>	Vice President, Academic	<b>Date last reviewed:</b>	April 27, 2017
<b>Date of Mandatory Review (expiry date)</b>	April 2022	<b>Date of last revision of Procedures</b>	April 27, 2017

## 1 POLICY

1. CMCC may grant Transfer Credit for courses successfully completed at the university level, under the following conditions:
  - a. the student must have earned a minimum of a B in the course
  - 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 learning outcomes for the university level course must show significant alignment and similarity (80% or more) with the CMCC course 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 with advanced standing.
4. CMCC may elect to offer transfer credit to a student prior to a student's request for such at the time of admission to an academic program.
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 such is under the authority of the Vice-President, Academic 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)**

- Federation of Canadian Chiropractic Standards for Accreditation of Doctor of Chiropractic Programmes Section III Criteria for Accreditation: Inputs/Resources, Standard E., 2.b. iii, iv, v. (Transfer Students)
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations 2017, Degree Program Quality Review Standards 7.2., 2.3. (Admission, Promotion and Graduation)

## **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

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 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

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

## **7 PROCEDURES**

### **1. Transfer Credit Assessment: General Entry Admissions**

- a. Courses 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 Division of Student Services will publish 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 otherwise stated by the Course Coordinator.
- d. Request for Transfer Credit forms can be obtained online or from the Division of Student Services. The request forms will list the courses that are approved for Transfer Credit.
- e. The student must remit the designated fee and supporting documentation for Transfer Credit assessment to the Division of 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 for the university course 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
- 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 Vice-President, Academic.

2. Transfer Credit Assessment: Advanced Entry Admissions

- a. Assessment of transfer credits for students admitted in this category will occur in accordance with the following:
  - The learning outcomes for the university level course must show significant alignment and similarity (80% or more) with the CMCC course learning outcomes, as determined by CMCC
- b. The procedures under which said transfer credit is assessed will occur according to 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. The student must submit 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.
- b. The student must remit the transfer credit assessment fee as prescribed in the Academic Calendar.
- c. The Registrar will coordinate the transfer credit assessment in accordance with the policy and procedures.
- d. The request for Transfer Credit on a Letter of Permission will be subject to final approval by the Vice President, Academic.
- e. The Registrar will issue a Letter of Permission to the student and their academic record.
- f. 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

**Procedure Revision History (dates):**  
April 25, 2013  
October 29, 2015  
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**8 ATTACHMENTS**

None