

## 3. TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

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### 3.1 Advanced Standing

Advanced standing applies when a student is able to use a number of relevant post-secondary credits from recognized and accredited institutions and/or relevant life/ learning experience toward course exemptions in a student's Georgian College program to place the student in a semester beyond first semester. Receipt of advanced standing does not imply admission to a specific program. Applicants must apply through the standard application process and admission will be based on meeting admission requirements and space availability. See section 3.1.6: *Assessment of previous learning*.

#### 3.1.1 Certificate to diploma

Applicants who are presenting an overall grade point average (GPA) of 60 per cent (C) or better will be considered for advanced standing, depending on the degree of affinity of the college program with Georgian's program. Most courses are evaluated on an individual basis. See section 3.1.7: *Transfer credit/exemptions*.

#### 3.1.2 Diploma to degree

For advanced standing to degree programs, graduates of either two- or three-year diploma programs may be eligible for individual or block transfer credits if they have an overall GPA of 70 per cent (B) obtained in the diploma program and the field of study. Credit may only be granted for courses with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline). See section 3.1.7: *Transfer credit/exemptions*, for more information.

#### 3.1.3 Degree to diploma/ certificate

Applicants who are presenting an overall GPA of 60 per cent (C) or greater will be considered for advanced standing, depending on the affinity of the degree program with the diploma/ certificate program; some program exceptions apply (see program outline). Most courses are evaluated on an individual basis. See section 3.1.7: *Transfer credit/exemptions*.

#### 3.1.4 Degree to degree

Acceptance of transfer credits from degree programs shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. As often as possible, acceptance of transfer shall allow for the maximum recognition of previous learning experience in degree-level courses. Graduates of either three- or four-year degree programs may be eligible for individual or block transfer credits if they have an overall GPA of 70 per cent (B) obtained in the degree program and the field of study. Credit may only be granted for courses with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline). See section 3.1.7: *Transfer credit/exemptions*, for more information.

Subject to degree, grade and program requirements, any course offered for credit by one institution shall be accepted for credit by another institution when there is essential equivalency in course content.

#### 3.1.5 Articulation and transfer agreements

Articulation and transfer agreements allow Georgian College graduates to enter programs at other institutions with transfer credits so that they do not have to repeat courses. To provide opportunities for advanced studies to our students and graduates, Georgian College has developed agreements with many institutions across the world. For more information, please visit the articulation page [GeorgianCollege.ca/articulations](http://www.georgiancollege.ca/articulations) (<http://www.georgiancollege.ca/articulations/>).

Changes and updates to these articulation/ transfer opportunities occur throughout the year. Georgian strives to ensure the accuracy of each articulation opportunity; changes may occur in program offerings, admission requirements and transfer credits granted by participating institutions. Georgian College makes no representation as to the continued offering by the articulating institution of the related programs/ degrees. Students must check directly with the articulating/transfer institution for any related current information and status.

If a student is entering Georgian College from another educational institution that has an articulation agreement with Georgian College, the student must identify this at the point of application so that appropriate transfer credits can be assigned.

#### 3.1.6 Assessment of previous learning

There are numerous ways students can have previous academic and non-academic learning experiences assessed for credit toward a program at Georgian College. Students may be interested in pursuing assessment of previous learning if they have any of the following:

- Relevant post-secondary academic credits from an accredited and recognized institution (see section 3.1.7: *Transfer credit/exemptions*) and/ or
- Equivalent skills and knowledge acquired through life/ work/learning experiences (see section 3.2: *Prior learning assessment and recognition (PLAR)*).

Students must ensure graduation residency requirements are met. See section 6.1: *Graduation residency requirements*.

#### 3.1.7 Transfer credit/ exemptions

Transfer credit is the acceptance or recognition of academic credit by Georgian College for one or more courses completed at another recognized and accredited institution. A transfer credit that matches at least 80 per cent of the learning outcome of a Georgian College course can be used toward an exemption in the equivalent course for the student's current program. Normally, credit will only be granted for course(s) taken at accredited and recognized institutions with a grade of 60 per cent (C) or better; some program exceptions apply (see program outline). Transfer credits are granted on an individual basis and are evaluated and approved by Georgian College faculty. If an exemption is granted, the transcript will show the code "EX" which is not included in the GPA calculation. The result of a transfer credit assessment is final and is not subject to appeal.

Fees will apply for transfer credit requests. There is no charge for the first COMM transfer credit request OR transfer credits between Georgian programs.

#### 3.1.8 Co-op transfer credit

An exemption may be granted for a co-op work term based on:

- A completed accredited and recognized co-op work term from another post-secondary institution on:
- A learning outcome-based experience. The outcome must match at least 80 per cent of the outcomes of Georgian's co-op work term.

If a course exemption is granted, the transcript will show the code "EX" and no grade will be recorded. Students must complete at least one co-op work term while at Georgian College as part of their program.

### 3.1.9 Communications and undergraduate coursework

Students with five or more courses (or one semester of study) at the baccalaureate degree level, with an overall average of 60 per cent (C) or better from an accredited and recognized institution where the language of instruction is English in a country where English is the primary language – meeting at least 80 per cent of the learning outcomes – may receive an exemption from COMM1016. In some cases, a student may receive a COMM2017 exemption in place of COMM1016. Students with a completed university degree in English, health, business or technology from an accredited institution where the language of instruction is English in a country where English is the primary language may receive exemptions from both COMM1016 and COMM2017. Students must follow the transfer credit process (section 3.1.11 *Transfer credit process* below) to receive the COMM1016 and/ or COMM2017 exemption(s). There are fees for transfer credit assessments. See section 3.1.7: *Transfer credit/ exemptions*.

### 3.1.10 General Education transfer

Students with general education credits from other recognized post-secondary institutions are eligible for transfer credit (see 4.2.2. *General education*):

- For transfer of general education credits to certificate and diploma programs, students must have obtained a grade of 60 per cent or greater in the course
- For transfer of general education course credits from diploma to degree programs, students must have graduated from a two- or three-year diploma program and have obtained a cumulative graduating average of 70 per cent or greater; general education – a grade of 70 per cent or greater in the course.

Regardless of the number of eligible transfer credits, students must ensure graduation and residency requirements are met. See section 6.1: *Graduation residency requirements*.

### 3.1.11 Transfer credit process

Results of transfer credit/ PLAR evaluations should be complete and final before registration opens, in order to support students' proper planning of their academic progress at the college. Therefore, all requests for transfer credit or PLAR must be received at least two months (60 days) before the start of the term, in which the course exemptions may be granted. Sufficient time is needed to receive all official documents, transcripts, course outlines required for faculty evaluation. Late requests are those received less than two months before the beginning of the term and are not guaranteed to be completed in time for course registration or withdrawals. The following steps are to be followed to be considered for transfer credit:

- Students must obtain course outlines, descriptions and/ or syllabi and an official transcript for the course(s) completed at their previous studies. These documents enable faculty members at Georgian College to evaluate whether the learning outcomes match those

of the college course, and whether the student's performance is sufficient to warrant exemption. An examination or other summative evaluation may be required.

- If the student is requesting transfer credits based on courses completed at an institution outside of Canada, the Office of the Registrar will determine if Georgian College recognizes that institution for credit purposes. If documentation is in a language other than English, the student will have to arrange for official translation of the documents and may be asked to provide international credential evaluations.
- The student must complete the [Credit transfer form found on the Credit Transfer page \(https://www.georgiancollege.ca/admissions/credit-transfer/\)](https://www.georgiancollege.ca/admissions/credit-transfer/) and submit all required documents before the evaluation can be completed, and at least two months before the beginning of the term.
- Forms and documents will be forwarded to the academic area for official evaluation
- Registered students should check MyPath, their online student record, for transfer credits which have been granted
- The result of a transfer credit evaluation is final and is not subject to appeal. Unsuccessful transfer credit evaluations are not recorded on the transcript
- There is a fee for transfer credit assessment. See section 3.1.7: *Transfer credit/ exemptions*. Students who fail to pay full fees will not be permitted to register for courses in the following term. See section 4.1: *Tuition and fees*
- The student is responsible for withdrawing from courses for which a transfer credit/ PLAR is granted. Failure to do so may result in a failing grade or additional fees charged to your account.

## 3.2 Prior learning assessment and recognition (PLAR)

Prior learning assessment and recognition (PLAR) is an academic credit option for learners with significant learning/ life experience that may be equivalent to a college/ university course credit. It involves the assessment and evaluation of acquired relevant knowledge and skills that match at least 80 per cent of the learning outcomes of a Georgian College course. Students may have gained college-level knowledge and skills through learning or life experiences such as:

- work experience
- community involvement
- activities within professional associations
- volunteer experience
- self-directed study
- non-credit courses

For an evaluation, program co-ordinators or academic designate may ask applicants to provide evidence of experiences such as:

- portfolio of experiences
- course/ workshop outlines and syllabi
- job descriptions outlining duties and activities
- letter from previous/current employer(s)
- have been or are employed in the requested field of study within the past two years

- credentials (certification, accreditation, license, etc.)
- oral/ written/practical challenge examination

Requests for PLAR assessment must be made at least two months (60 days) prior to the start date of the course for which the student is requesting a PLAR exemption. PLAR requests received after the start date of the course will not be accepted. PLAR assessments will vary depending on the program. Most PLAR assessments take approximately two to five weeks to complete. The student is responsible for withdrawing from courses for which a transfer credit/ PLAR is granted. Failure to withdraw by the deadline may result in a failing grade or additional fees charged to the student account.

Fees for PLAR assessment are due at the time of request submission. This fee is non-refundable even if the PLAR assessment is not successful. Not all courses are eligible for PLAR. Check the official course outline for eligibility.

### **3.2.1 PLAR assessment methods and process**

Prior learning is assessed in a number of ways. Methods used at Georgian include: challenge exams, performance observation, skills demonstration, interview, and/ or portfolio evaluation. The following steps are to be followed to be considered for PLAR:

- The student must complete a [Request for PLAR form found on the Credit Transfer page \(https://www.georgiancollege.ca/admissions/credit-transfer/\)](https://www.georgiancollege.ca/admissions/credit-transfer/) and submit the request at least two months (60 days) before the start date of the course
- Forms and documents will be sent to the academic area for official evaluation
- Registered students should check MyPath, their online student record, for PLAR exemptions which have been granted
- The result of a PLAR assessment is final and is not subject to appeal. Unsuccessful PLAR evaluations are not recorded on the transcript.

## **3.3 Georgian to Georgian transfer credits**

If a student has completed a credit course at Georgian in one program that is identical or equivalent to a course required in another program, it will automatically be applied to the new program on the student's MyPath graduation worksheet. No action is required.

General education credits are transferable between College programs. For example, if a student completes four general education courses in the Business program and then transfers to another program, the four general education courses can be applied toward the new program. No documentation is required.

Students must ensure graduation residency requirements are met. See section 6.1: *Graduation residency requirements*.