

## CASA LOMA COLLEGE

### TRANSFER OF CREDIT POLICY

Casa Loma College follows an established policy in the awarding of transfer credit to ensure degree integrity. Casa Loma College will consider credits earned from other institutions accredited by any of the six regional accrediting agencies, an agency recognized by the United States Office of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

The evaluation and awarding of transfer credit for courses will be completed by the Program Director of the corresponding program. The courses must be similar in content and duration to those offered in the program for which an applicant has applied. Applicants requesting transfer credit must submit official transcripts to the Admission's Office from the originating institution during the enrollment process. Official transcripts must be received by the deadlines indicated by the program. If official transcripts are not received within the appropriate time frame, credit may not be granted. In addition to official transcripts, copies of course descriptions, school catalogs, and course syllabi may also be required for evaluation purposes. Casa Loma College makes no guarantee of acceptance of credits from any other institution.

International Transfer Credit: Applicants with foreign degrees or credits they wish to transfer to Casa Loma College must submit an approved transcript evaluation, along with copies of official transcripts, sent directly to the Admissions Office, from an evaluation service such as the [Educational Credential Evaluators](#) or [World Education Services](#). The evaluation must be a course-by-course evaluation with a grade point calculation.

#### Acceptability of Courses

Credits will be considered for transfer if the following four (4) criteria are met:

1. **Content Requirement:** Courses that are comparable in content and credit to a course offered by the College in terms of objectives, learning outcomes, educational level and difficulty. The transfer credit must meet the requirements of the specific academic program for which they are being considered. Each program maintains its own transfer credit requirements.
2. **Unit Requirement:** Transfer credit hours are based on the credit hour assigned by the originating institution and the appropriate conversion made to generate semester credit hours.
3. **Grade Requirement:** each program maintains its own grade requirements for awarding of transfer credit:
  - a. **Diagnostic Medical Sonography:** A letter grade of 'C' or 2.00 or higher is required.

- i. Courses for which a Pass or Satisfactory was earned at another college will earn credit ONLY if the college can provide verification that the student passed with a letter grade of "C" / 2.00 or higher.
  - b. **Magnetic Resonance Imaging:** A letter grade of 'C' or 2.00 or higher is required.
    - i. Courses for which a Pass or Satisfactory was earned at another college will earn credit ONLY if the college can provide verification that the student passed with a letter grade of "C" / 2.00 or higher.
  - c. **Physical Therapist Assistant:** A letter grade of "B" or higher or a percentage grade of 78% or higher, whichever is the lesser.
    - i. Courses for which a Pass or Satisfactory was earned at another college are not eligible for transfer of credit
  - d. Transfer credit is not used in determining grade point average.
  - e. Transfer credits will count towards the maximum time frame allowed for completion of program.
- 4. **Timeframe Requirement:** To ensure our graduates enter the workforce with the current knowledge and an accurate understanding of relevant information, time limits are imposed to previously completed college courses. At the discretion of the Program Director, different time limits may be applied to courses, and, applicants may be required to take knowledge based exams to prove competency in subject matter.
  - a. **General Education Courses:**
    - i. **Diagnostic Medical Sonography and Magnetic Resonance Imaging Programs:** Courses must have been completed in the ten (10) calendar years prior to enrollment
    - ii. **Physical Therapist Assistant Program:** Courses must have been completed in the five (5) calendar years prior to enrollment
  - b. **Technical Program Designated Courses:** Courses must have been completed in the two (2) calendar years prior to enrollment

**Additional Courses Reviewed for Credit:**

1. **College Level Examination Program (CLEP):** Course credit assigned by the originating institution is eligible for evaluation and the award of transfer credit provided the course being considered is listed on the official transcript according to course number and hours of credit assigned
2. **Military Programs:** Credit for military programs and training is awarded according to American Council of Education (ACE) recommendations.
3. **Credit for Life Experience:** Credit may be awarded upon documentation of appropriate experience, academic testing and demonstration of skills. Testing and evaluation of skills are conducted by the Program Director. These situations are evaluated a case by case with credit awarded at the discretion of the Academic Program Director. Denial of credit for life experience may not be appealed.

**Courses Not Accepted for Credit:**

1. Vocational, technical, development and remedial courses
2. Credits awarded on the basis of institutional or competency examinations
3. Continuing education
4. Correspondence courses Internship or practicum credit is not accepted
5. Proficiency or competency credit-by-exam earned at another college or university.

**Residency Requirement**

Residency is defined as coursework completed at Casa Loma College, not including transfer credit. In order to graduate from Casa Loma College a minimum of 25% of academic credits must be completed in residence.

**Financial Aid**

Transfer credits may have an effect on the eligibility of students for the type and amount of financial aid available to them. Applicants wishing to obtain transfer credit are encouraged to meet with a Financial Aid representative prior to applying for transfer of credits from a prior institution.