



## TRANSFER OF CREDIT POLICY

Casa Loma College provides opportunities for students to transfer credits into their identified program of study. The College accepts only those credits which can be applied to the degree program.

Official evaluation of transfer credit is part of the admission procedure for all new students. When applying, a prospective student should indicate to their Admissions Advisor that they plan to use transfer credits and must submit the Transfer Credit Petition form supported by official transcripts, as well as appropriate course catalog and or course syllabi during the admissions process.

The College will award transfer credit for courses comparable to those offered at Casa Loma College in level, nature, and disciplines of general education in which the student has earned grades of "B" or above or a grade point of 3.0 or above, provided that the institution at which the credit was earned is accredited by a regional or national accrediting agency or an institution accredited by a specialized agency recognized by the Department of Education. Coursework completed at institutions outside of the United States must be evaluated by an approved third-party evaluation service that is a member of the [National Association of Credentialing Evaluation Services](#) (NACES) or [Association of International Credential Evaluators](#) (AICE).

Official transcript(s) must be sent directly to the Admissions Office of Casa Loma College from the sending institution or a third-party service on behalf of the sending institution; both paper and electronic copies are acceptable. Electronic copies should be sent to [admiss-trans@casalomacollege.edu](mailto:admiss-trans@casalomacollege.edu). Official transcripts in a sealed envelope may be accepted from the student if the seal is not broken; however, the Admission's Office reserves the right to make a final determination as to the authenticity of an official transcript which has passed through the hands of the student. It is the student's responsibility to ensure that the College receives all official transcripts and documentation supporting the transfer of credit. If official transcripts are not received during the admissions process, request for transfer credit will be denied, no exception.

### TRANSFER CREDIT GUIDELINES:

- The Registrar evaluates the transcripts of students to determine course equivalents for general education requirements. Program Directors may evaluate transcripts of students to determine core equivalents for programmatic requirements.
- General Education courses are not required to be a 100 percent match to Casa Loma College courses however, the course must be comparable in content to satisfy the category.
- Grades for transfer credit are not factored into a student's grade point average.
- Credit earned at one school that is listed on another school's transcript are not accepted.
- Credits are awarded in semester hours. Quarter hours will be converted to semester hours. At least 3 semester credits (4.5 quarter cr.) are required for a course to fulfill a requirement.
  - Credit will be granted equivalent to the number of credits indicated on the transcript, up to the number of credits for the comparable course at Casa Loma College.
  - Military Training - credits may be granted on a case-by-case basis based upon review of the transcript against recommendations of the American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Forces.

## ASSOCIATE DEGREE TRANSFER CREDIT LIMIT:

- **Diagnostic Medical Sonography**
  - A maximum of seventeen and a half (17.5) semester credits in general education courses only. ANA 201 and ANA 202 and SOC 100 are not eligible for transfer credit.
- **Magnetic Resonance Imaging**
  - A maximum of fifteen (15) semester credits in general education courses only. ANA 200 and CDV 100 are not eligible for transfer credit.
- **Physical Therapist Assistant**
  - A maximum of seven and a half (7.5) semester credits in general education courses only and must be completed in the five (5) calendar years prior to enrollment. ANA 120 and ANA 121 are not eligible for transfer credit.

## BACHELOR'S DEGREE TRANSFER CREDIT LIMIT

- **60** = Maximum number of lower-division credits applied towards bachelor's degree.
- **30** = Maximum number of upper-division credits applied toward bachelor's degree.

If you transfer with more than 60 lower-division credits or more than 30 upper-division credits, all your transfer courses will be reviewed and match those that satisfy Casa Loma College's general education and degree requirements. However, the maximum number of credits applied toward the bachelor's degree is 90.

## RESIDENCY REQUIREMENT

Students must complete at least the last 25 percent of credit required for a degree at Casa Loma College.

## CREDIT NOT ACCEPTED FOR TRANSFER:

- Life experience or workforce training
- Remedial courses
- Continuing Education Courses
- Correspondence Courses
- Non-credit courses or Certificates

## EFFECTS OF TRANSFER CREDIT ON FINANCIAL AID

Transfer credits may affect the type and amount of financial aid available to students.