



TRANSFER OF CREDIT POLICY

Casa Loma College follows an established policy in the awarding of transfer credit to ensure degree integrity.

Students who request to transfer credits from previously attended institutions must submit sealed official transcripts to the Admission's Office from the originating institutions. Only official transcripts from institutions accredited by agencies recognized by the U.S. Department of Education and/or the American Council on Education will be accepted for transfer credit evaluation. In addition to official transcripts, copies of course descriptions, school catalogs, and course syllabi will also be required for evaluation purposes. Military service veterans are required to provide official transcripts for all prior postsecondary educational courses successfully completed in order to be reviewed for potential transfer credits.

Decisions regarding transfer credit are made by the Registrar in consultation with the Program Director. The Registrar will review transcripts from previous institutions to determine what credit, if any, will be granted. As needed, an academic review may help identify any additional transfer potential for extenuating circumstances. The Registrar reserves the right to accept or reject credits earned at other institutions.

Sealed official transcripts must be received during the admissions process. It is the student's responsibility to ensure that the College receives all official transcripts and documentation supporting their transfer of credit. If official transcripts are not received during the admissions process, request for transfer credit will be denied, no exception.

Electronic transcripts should be sent to admiss-trans@casalomacollege.edu.

International Transfer Credit: Casa Loma College requires that all applicants who have attended high school/college/university outside of the United States have their official foreign transcripts translated and evaluated by a member organization approved by [National Association of Credentialing Evaluation Services](#) (NACES) or [Association of International Credential Evaluators](#) (AICE).

When requesting evaluation of foreign transcript, please remember the following:

1. The evaluation must be a certified English translation and detailed course-by-course analysis that indicates, for each course, its U.S. semester equivalency, and the grade the student earned.
2. All evaluations and translations are subject to review to ensure that academic and degree requirements are being met.

3. The transcript evaluation, along with copies of official transcripts, should be sent directly to the Admissions Office, from the evaluation service provider.
4. Foreign transcripts submitted to Casa Loma College without a course-by-course evaluation and/or from an organization not recognized as a member of NACE or AICE, will not be accepted.

Please Note: Each company has varying requirements, fees schedules, and documentation requirements based on the type of institution attended and the location of campus. Please consult the evaluation services' website to confirm the specific documentation and other requirements needed before submitting your request.

It is the student's responsibility to ensure that the foreign evaluation is received by Admissions before consideration of the application for admission to Casa Loma College will occur.

General Transfer Credit Guidelines for All Programs

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

1. **Content Requirement:** Courses approved for transfer must be comparable in nature, content, and level and match at least 75% of the content and goals of the course syllabus for which the student is seeking equivalent credit. The course must meet the requirements of the academic program for which they are being considered.
2. **Credit Requirement:** The number of transfer credits granted per course will not exceed the number granted by the originating institution. The conversion of quarter hours to semester hours is 0.667 for each quarter hour. No student may receive more credit at Casa Loma College than was granted on the other institution's transcript
 - The student will receive credit equivalent to the number of credits indicated on the transcript, up to the number of credits for the equivalent course at Casa Loma College
 - No credit will be granted for a course in which the student has already received credit at Casa Loma College.
3. **Grade Requirement for Transfer Courses:** each program maintains its own grade requirements for awarding of transfer credit:
 - A letter grade of "B" or higher is required for transfer credit into the associate or associate of applied science degree programs.
 - A letter grade of "C" or higher is required for transfer credit into a bachelor's degree program.
 - Courses taken for pass/fail are not eligible for transfer.
 - Transfer credit is not used in determining grade point average.
 - Transfer credits will count towards the maximum time frame allowed for completion of program.

4. **Time Limits of Transfer Credits:** In most cases, credits will be accepted without a time limit. In certain courses, where a program or Program Director requires that current knowledge is essential, a time limit may be imposed. The following courses must have been taken within the time limits specified:
- **Physical Therapist Assistant:** General education courses must be completed in the five (5) calendar years prior to enrollment

Transfer Credit and Course Limits

- **Diagnostic Medical Sonography**
 - A maximum of six (6) semester credits may be transferred, general education courses only, except for Anatomy and Physiology.
- **Magnetic Resonance Imaging**
 - A maximum of twenty-four (24) semester credits may be transferred, general education courses only.
- **Physical Therapist Assistant**
 - A maximum of seven and ½ (7.5) semester credits may be transferred, general education courses only.
- **Allied Health Leadership and Management**
 - A maximum of eighty-three (83) semester credits may be transferred from an earned associate degree in an allied health discipline; or, the equivalent in professional licensure or advanced training.
- **Registered Nurse to BSN**
 - A maximum of seventy (70) semester credits may be transferred from an earned A.D.N. or Diploma in Nursing program (39 lower division general education credits and 31 nursing credits).
 - A maximum of fifteen (15) semester credits for passing the NCLEX-RN Licensure Exam (10 units of lower division credit and 5 units of upper division credit). These units are awarded on an individual basis.

Residency Requirement

To be eligible for a degree from Casa Loma College, a minimum of 25% of program credits must be earned at Casa Loma College in addition to satisfying all other graduation requirements.

Credit for Prior Learning

Credit for prior learning achieved through college level alternatives or nontraditional education, such as military, workplace, and/or volunteer-based training and experiences are considered for transfer, according to published national standard guidelines established by The American Council on Education (ACE) and other similar national organizations.

Applicable college level coursework recorded as College Level Education Support (CLEP) and Defense Activity for Non-Traditional Education and Support (DANTES) are regularly reviewed for transfer credit.

Courses Not Accepted for Credit:

- Vocational, technical, development and remedial courses
- Credits awarded based on institutional or competency examinations
- Continuing education
- Correspondence courses Internship or practicum credit is not accepted
- Proficiency or competency credit-by-exam earned at another college or university.

Financial Aid

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Casa Loma College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Casa Loma College to determine if your credits, or degree will transfer.