

Casa Loma College Policy and Procedure

Title: Transfer of Credit	Policy No: 3007	Office of Origin: Management Committee	Policy Contact: Program Directors Registrar
Effective Date May 10, 2018	Author of Policy: Program Directors	Revision Date: March 31, 2021	Supersedes Policy No:

POLICY:

Casa Loma College welcomes transfer students and believes that appropriate credit for prior academic study plays an important role in the achievement of students' degree completion. The evaluation of prior study is an essential tool in degree planning. Transfer students seeking credits for previous academic work should therefore arrange to have an official transcript sent to the Office of Admissions. Sealed official transcripts must be received during the admissions process. Electronic transcripts should be sent to admiss-trans@casalomacollege.edu. Hand-delivered or non-sealed transcripts are not accepted.

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.

Courses taken at nationally or regionally accredited institutions or those accredited by specialized agencies, may be credited toward a Casa Loma College degree under the conditions and circumstances listed below. All credits presented for transfer toward a Casa Loma degree must be supported by official transcripts issued by the college or university where the credits were earned, showing title, credit attempted/awarded, and grade earned for each course. Course descriptions and, in some cases, syllabi are required.

- Transfer credits are only evaluated for transferability towards Casa Loma College degree requirements.
- Transfer credits are not added to a student's record if the credit is not applicable to a Casa Loma degree requirement.
- The course work must parallel Casa Loma College's own course offerings.
- Courses are transferrable only in which a letter grade of "B" or higher or grade point of 2.3 or higher is earned. *Exception: RN-BSN requires a letter grade of C or grade point of 2.0*
- Courses with a grading of Pass/Fail, Satisfactory/Unsatisfactory, Credit/No Credit, and the like, are not accepted.
- Credit is not granted for life experience or workforce training.
- Military credit may be evaluated for transfer credit.
- Credits for transfer courses will be adjusted to match the credit system in effect at Casa Loma College.
- Credit will be granted equivalent to the number of credits indicated on the transcript, up to the number of credits for the equivalent course at Casa Loma College.

- Time limits are not imposed on transfer courses. *Exception: Physical Therapist Assistant general education courses must be completed in the five (5) calendar years prior to enrollment.*

Associate Degree Transfer Credit Limits

- **Diagnostic Medical Sonography**
 - A maximum of nine (9) semester credits may be transferred, general education courses only. Exception: ANA 201 and ANA 202 and SOC 100 are not eligible for transfer credit.
- **Magnetic Resonance Imaging**
 - A maximum of twenty-four (24) semester credits may be transferred, general education courses only. Exception: ANA 101 and ANA 102 and CDV 100 are not eligible for transfer credit.
- **Physical Therapist Assistant**
 - A maximum of seven and ½ (7.5) semester credits may be transferred, general education courses only.

Bachelor Degree Transfer Credit Limits

Transfer students who have completed an Associate in Arts or Science (A.A., A.S.), or Associate of Applied Science (A.A.S) degree from a nationally or regionally accredited institution are generally granted 60 semester hours of transfer credit. This does not guarantee completion of the degree in an additional 60 credit hours, as there is no guarantee all credits awarded will satisfy specific degree requirements.

Transcripts from nationally or regionally accredited institutions for applicants who do not possess the A.A., A.S. or A.A.S degree are evaluated on a course by course basis.

- **Allied Health Leadership and Management**
 - A minimum of 60 semester credits must be transferred from an earned associate degree in an allied health or related discipline; or the equivalent in professional licensure or advanced training.
 - All students, even those from non-degree programs, who have passed a national registry examination and who hold current certification in that field, will receive credit for the A.S. program as the equivalent to an A.S. program at Casa Loma College. Copies of current certification must be submitted along with any other transcripts for additional courses that may transfer.
- **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.
- **Integrative Health Science**
 - A maximum of 60 semester credits may be transferred.

International Transfer Credit: A translated course-by-course evaluation is required for all international transfer students who have studied outside of the United States. Transcripts of course work completed in foreign universities will be referred to a national credentials evaluation service, approved by the [National Association of Credentialing Evaluation Services](#) (NACES) or [Association of International Credential Evaluators](#) (AICE). After Casa Loma has received the evaluation report, the College's transfer credit policies will be used to determine what portion of the course work, if any, will be accepted for transfer credit. Evaluations performed by an organization not recognized as a member of NACE or AICE, will not be accepted.

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.

Residency Requirement

Residency is defined as coursework completed at Casa Loma College, not including transfer credit. A minimum of 25% of program credits must be earned at Casa Loma College in addition to satisfying all other graduation requirements.

Financial Aid

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

PROCEDURE:

1. Applicants obtain and complete the Request for Transfer of Credit form from the Admissions Office.
2. Applicant must submit official transcripts to the Admissions Office during the enrollment process.
 - a. An informal review and assessment based on unofficial transcripts may be provided to applicants, however, official transcripts must be received in order to award transfer credit.
3. The evaluation of course work will be based on an official transcript from the institution originally offering the course work.
 - a. Official transcripts are those submitted directly to Casa Loma College by the originating institution.
 - b. Official *electronic* transcripts are those submitted directly to Casa Loma College by the originating institution, normally through a third-party provider such as the National Student Clearinghouse, Parchment, Credentials Solutions, or eSCRIP-SAFE.
 - i. Electronic transcripts should be sent to admiss-trans@casalomacollege.edu
 - c. Transcripts submitted by the applicant directly, must be in an envelope sealed by the originating institution and marked as official.
 - d. Official transcripts being sent via regular mail FedEx, UPS or other carrier should be sent to the College's mailing address.
4. Applicants are required to submit copies of course descriptions, college catalogs, and/or course syllabi for evaluation purposes.
5. Course descriptions must be attached to the petition form when placed in the students' academic file. If there is more than one college from which the student is petitioning transfer credit, the college name must be identified on the course description.
6. Evaluation and award of transfer credit is performed by the Registrar in consultation with the Program Director. The Program Director may delegate the review and awarding of transfer credit to other qualified personnel. Program Directors may require applicants to take knowledge-based exams to prove competency in subject matter.
7. If the originating institution used other than semester system, conversion of the assessed credit hours will be based on a formula for converting to semester credit hours, e.g. Quarter credit hours are multiplied by .667 to convert to semester credit hours.
8. The Registrar/Program Director returns the completed Transfer of Credit form to the Admissions Office, indicating which courses have been granted transfer credit, if any.
9. The Admissions Office forwards a copy of the completed Transfer of Credit form to the Financial Aid Office and the Registrar's Office.
10. The applicant is provided a copy of the Transfer of Credit form.

REFERENCES/RESOURCES:

- AACRAO (*American Association of Collegiate Registrars and Admissions Officers*) Joint Statement on Transfer of Credit http://tcp.aacrao.org/misc/joint_statement.php
- Council for Higher Education <http://chea.org/>
- American Council on Education <http://www.acenet.edu/Pages/default.aspx>

POLICY ENDORSEMENT:

Post	Signature
Chief Executive Officer/President	 3/31/2021 V. Gregory Malone, President

Revision History: 5/10/18; 6/21/18; 11/29/18; 1/17/19; 2/25/19; 3/21/19; 10/7/19; 1/17/20; 3/31/21

No.	Policies
1000	Board of Regents
2000	Administration
3000	Curriculum
4000	Students
5000	Human Resources
6000	Fiscal
7000	Facilities
8000	Information Technology
9000	Financial Aid

APPLICATION INSTRUCTIONS

1. Applicants wishing to proceed should obtain and complete the Student Request for Transfer of Credit form from the Admissions Office.
2. Applicants submit official sealed transcripts to the Admissions Office when applying for transfer credit. An informal review and assessment based on unofficial transcripts may be provided to applicants, however official transcripts must be received during the enrollment process in order to evaluate and award transfer credit. Official transcripts received after the enrollment agreement is executed will not be considered and no credit will be awarded for prior coursework.
3. Applicants must also submit copies of course descriptions, college catalogs, or course syllabi for evaluation purposes.
4. Evaluation and award of transfer credit is then performed by the Program Director. Program Directors may require applicants to demonstrate competency in order to award transfer credit as described in this Policy.
5. The Program Director returns the completed Transfer of Credit form to the Admissions Office, indicating which courses have been granted transfer credit, if any.
6. The Admissions Office forwards a copy of the completed Transfer of Credit form to the Financial Aid Office and the Registrar.