

Policy Title:	Transfer Credit Policy
Policy Number:	4001
Sponsor:	Vice President - Academic
Contact:	Manager, Credit Transfer
Approved by:	Academic Council
Date:	April 11, 2024
Next Review Date:	April 11, 2026

1. Purpose

This policy outlines the principles and framework for the awarding of transfer credit at University of Niagara Falls Canada (UNF).

2. Scope

This policy applies to all students admitted or attending the University in an undergraduate or graduate program.

3. Policy

The University supports and abides by the principles of the Pan-Canadian Protocol on the Transferability of University Credits and the principles of transfer credit as defined by the ON Council on Articulation and Transfer. Students should not be required to retake academic courses successfully completed elsewhere nor should they expect to receive duplicate credit for equivalent courses.

The University is committed to enabling students to transfer academic credit taken at other recognized institutions and programs where there is a reasonable fit or match with the majority of learning outcomes of a course.

The following precepts will apply to transfer credit articulation and evaluations:

- 1) Transfer arrangements will maintain the academic integrity of the University's courses and programs.
- 2) Only courses taken at recognized post-secondary institutions (public or private) or institutions/organizations approved by Academic Council will be considered (e.g., International Baccalaureate diploma) for transfer credit.
- 3) Courses completed through non-recognized institutions or organizations and learning obtained through work and life experience may be considered for recognition through the Prior Learning Assessment & Recognition (PLAR) process for possible credit. Such experiences are not awarded through transfer credit.
- 4) Once transfer credit has been granted for a course from the sending institution, it cannot be used for transfer credit towards any subsequent course(s).

- 5) Only courses completed within the last 10 years will usually be eligible to be considered for transfer credit.
- 6) In general, transfer credit precedent decisions are valid for no more than 5 years after which courses must be re-articulated.
- 7) Transfer credit will normally be granted for a course only where the University offers a parallel or similar course with substantially the same content at a similar level.
- 8) Specifically, lower-level undergraduate courses (100-200) do not normally receive credit as upper level (300-400) undergraduate courses, and undergraduate courses do not receive credit as graduate courses.
- 9) For undergraduate programs, courses of appropriate academic content for which the University does not offer a similar course may be considered for elective credit.
- 10) Not all courses are eligible for transfer credit. Some courses must be completed as part of the degree pathway requirements. A list of courses not eligible for transfer credit is maintained by the Registrar's Office.
- 11) For undergraduate programs:
 - transfer credit will only be granted for courses with a minimum grade equivalent of 2.00 (C) or better;
 - the maximum number of credit hours that can be awarded toward degree requirements as a combination of transfer credit and PLAR is 60 credit hours for a Bachelor's degree;
 - courses used to meet the requirements of a previously earned undergraduate or graduate degree will not be eligible for transfer credit;
- 12) For graduate programs:
 - transfer credit will only be granted for graduate courses with a minimum grade equivalent of 3.00 (B) or better;
 - students may receive credit for up to 50% of the program through a combination of transfer credit and PLAR toward degree requirements with no more than two (2) courses granted through PLAR;
 - courses used to meet the requirements of a previously earned credential will not be eligible for transfer credit;
 - courses used to satisfy admission requirements to a program will not be eligible for transfer credit.

4. Appeals

The Admissions Appeal Committee reviews all transfer credit appeals. Their decision is final.

All appeals must be submitted in writing to the Registrar's Office by the established deadline. Appeals will only be considered if new or additional supporting information is available to supplement the original transfer credit application.

5. Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Articulation agreement	Process whereby two (or more) institutions reach agreement on whether or how the curriculum of one is equivalent to the curriculum of the other, and on the appropriate credit that a receiving institution assigns to a course from a sending institution.
Block transfer	Process whereby a block of credits is granted to students who have successfully completed a certificate, diploma or cluster of courses that is recognized as having an academic wholeness or integrity, and that can be related meaningfully to a degree program or other credential.
Prior Learning Assessment & Recognition (PLAR)	Process of formal recognition of skills and knowledge gained through work and life experiences and is assessed through a rigorous examination of formal and information courses, professional development and work that can be clearly demonstrated and assessed for credit.
Recognized institution	A post-secondary institution that is approved, accredited, or otherwise deemed to be an institution officially authorized to grant academic credentials by the federal, provincial, or state authority of that jurisdiction.
Residency requirement	Defines the minimum number of courses or credits that must be completed through UNF to meet graduation requirements.
Transfer credit	Indicates the granting of credit toward a credential by one institution for programs or courses completed at another.

6. Related Policies

- Admissions Policy.
- Prior Learning Assessment and Recognition (PLAR) Policy.

7. Responsibility

Students are responsible for applying for transfer credit and for supplying the necessary supporting documentation.

The Associate Dean is responsible for approving precedent decisions outside articulation agreements.

The VP Academic, in consultation with the Associate Dean and Academic Council, approves transfer credit and block transfer credit decisions for articulation agreements.

The Provost and Vice President Academic approves all articulation agreements.

The Registrar's Office maintains records of articulation agreements as well as articulation precedents; undertakes preliminary assessment of all requests for transfer credit and for assigning credit based on precedents and articulation agreements; researches and develops recommendations for transfer credit precedents; logs and tracks all transfer credit and precedent decisions; and is responsible for notifying students of transfer credit decisions, including the right of appeal.

The Admissions Appeals Committee reviews transfer credit appeals.