A. Definitions

**Advanced Standing:** Academic credit awarded to a learner upon admission to a program of instruction which enables direct entry to a second or higher academic achievement level of the program. Advanced standing may require bridging courses or additional courses to be completed.

**Affinity:** A close relationship and similarity in content and learning outcomes and can refer to either a course or program.

**Articulation Agreements:** Agreements negotiated and signed between other educational institutions and Niagara College in which the program being articulated has high affinity to the Niagara College program.

**Transfer Credit:** The acceptance of course credit(s) earned at another accredited institution as equivalent to course credit(s) at Niagara College, based on an assessment of the individual course(s).

B. Procedure Purpose

This procedure outlines the steps required to obtain Transfer Credits and/or Advanced Standing.

C. Procedure Statements

1. Niagara College takes an outcomes-based approach to assessing transfer credit eligibility, and there are no limitations on how recently a course was completed in order to be evaluated (apart from program areas where external accredited limitations exist). Academic subject matter experts evaluate learning outcomes and determine where changes in technology or legislation require demonstration of more recent outcome achievements.

2. For Transfer Credit to be granted, the learning outcomes for the course from the source institution (e.g., Canadian Postsecondary Accredited College or University) must be deemed to be at an equivalent level to the Niagara College course, and the applicant must have achieved the grade requirement at the source institution as indicated below.
PROCEDURE TITLE: NC800 Transfer Credit & Advanced Standing

RELATED POLICY: NC800 Admissions & Pathways - Postsecondary

<table>
<thead>
<tr>
<th>Transfer Credit Final Grade Requirements by Credential</th>
<th>Diploma-level Courses</th>
<th>Degree-level Courses</th>
<th>Graduate Certificate-level Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50% or passing grade at source institution</td>
<td>60%</td>
<td>Not eligible for Transfer Credit</td>
</tr>
</tbody>
</table>

3. Domestic applicant requests for Advanced Standing and Transfer Credit must be submitted directly to Enrolment Services and must be accompanied by official transcripts and other documentation as required, such as course outlines. Requests will not be processed unless accompanied by all necessary documentation. International applicants submit their requests to International Student Services.

4. Domestic applicants may be required to submit a standard application to the program of choice through the Ontario College Application Services (OCAS) and pay the normal application fee. International applicants may be required to apply through International Admissions.

5. Applicants for Advanced Standing or Transfer Credit are advised that assessments require time and often involve multiple service areas. It is recommended that applicants start this process no later than three (3) weeks prior to the start of classes. There is no guarantee of seat availability.

6. Transfer Credits are not eligible to be used for meeting residency requirements.

7. For Advanced Standing to be granted, the applicant must have earned the following grade point average in the transferring program, which must be at the same level of learning as the receiving program.
   a) 60% for advanced standing to a college diploma program
   b) 65% for advanced standing to a college degree program

   Advanced Standing is not granted to a college graduate certificate program.

8. For degree programs, the limit on the number of credits that will be awarded for prior diploma level study, with or without Affinity, towards the degree programs such that the Advanced Standing to be awarded will not exceed the following:
PROCEDURE TITLE: NC800 Transfer Credit & Advanced Standing
RELATED POLICY: NC800 Admissions & Pathways - Postsecondary

- a) 65% degree level credit for a four (4) year degree program from a completed three (3) year diploma program
- b) 40% degree level credit for a four (4) year degree program from a completed two (2) year diploma program

9. Education completed outside of Canada may require assessment by a college approved credential assessment service.

10. Enrolment Services will validate grade requirements, residency, and in the case of Transfer Credit, verify that the course has not been used for prior transfer credit or Advanced Standing.

11. An appeal of the Transfer Credit or Advanced Standing decision of the College must be made within one (1) month following communication of the decision to the applicant. Further details can be found in the Appeal of Admissions Decisions procedure.

D. Forms

Transfer Credit Request
Advanced Standing Request

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 28, 2005</td>
<td>New</td>
</tr>
<tr>
<td>September 21, 2011</td>
<td>General updates</td>
</tr>
<tr>
<td>February 16, 2022</td>
<td>Revision to item 1: outcomes-based approach, removal of currency time limits with exceptions as indicated Addition of references to residency and no seat guarantee</td>
</tr>
</tbody>
</table>
