

Title: Acceptance of Credits from Other Institutions	Number: 4.07- 1.0710.3
Approved by the Board of Governors Date: July 5, 2010 Revised Date: February 21, 2017	Implementation Date: July 2010
History: Scheduled Review Date: March 2020	Origin:

RATIONALE

The College recognises work completed at other educational institutions and accepts the transfer of credit(s) toward completion of a certificate or degree at the College.

POLICY

Students who have completed college level course work at accredited or recognised postsecondary institutions may be eligible to receive credit(s) toward a certificate or degree from the College. Students who wish a transfer credit evaluation must apply for admission to the College and request that an official copy of their previous academic transcripts be sent to the Office of the Registrar. The Registrar, in coordination with the appropriate Dean, will review transcripts and course outlines/syllabi in order to determine course equivalencies, and compare measured outcomes with those in the College's curriculum. Students must receive a minimum grade point of 2.0 on a 4.0 scale or a C in an A to F scale to receive credit for courses to be transferred.

Criteria for determining Transfer of Credits from Other Institutions

Guiding the transfer of credits from other institutions to HLSCC are the following criteria:

- The course(s) to be transferred has/have roughly the equivalent amount of contact hours as a comparable course at HLSCC;
- The course(s) content and quality is comparable to a course at HLSCC (to at least 80%);
- Applicability of the course(s) to the fulfilment of degree requirements of the student's major as required by HLSCC;
- A minimum grade of "C or 2.0 GPA" from accredited or recognised institutions, and institutions with which the College has Articulation Agreements;
- The course syllabus indicates that the student assessments (tests, quizzes, assignments etc.) are comparable to those of the course at HLSCC for which credit will be awarded;

- No more than 50% of credits required by HLSCC for completion of a given programme can be transferred;
- Credits assigned to high school, and/or developmental or remedial courses cannot be transferred;
- Credits obtained at other institutions will not be eligible for transfer after seven (7) years have elapsed.

PROCEDURE

The procedure for granting credit for previous course work comprises the following steps:

1. Submit to the Registrar:
 - (a) a completed application to the College (if new student), and
 - (b) an official transcript from the college or institution previously attended. (c) Credit Evaluation Request form
2. The Registrar and appropriate Dean (when necessary), will review documentation regarding previous course work.
3. Course content and learning outcomes will be compared with current College curriculum, and a determination is made by the Registrar based on course equivalences.