



TRANSFER CREDIT **GUIDE**

A transfer credit is an academic credit earned for courses completed at another post-secondary institution. Transfer credits are granted for courses that match at least 75% of the learning outcomes of a Confederation College course.

How to get Transfer Credits

- Browse the courses and course descriptions on your program's webpage.
- Look for course descriptions that sound similar to courses you may have already taken at your previous institution.
- Once you have identified courses that may be eligible for transfer credits;
 1. Complete and sign the transfer credit request form found on the following webpage, www.confederationc.on.ca/admissions/transfercredits
 2. Attach a detailed copy of the course outline/syllabus from your previous course; and
 3. Attach a copy of your transcript that shows a minimum 60% or C grade in the previous course*
- Submit the complete package to the Information Hub and pay the transfer credit request fee. \$25.00 will be applied for one transfer credit request and \$50.00 will be applied for multiple transfer credit requests that are submitted at the same time.
- The requests will be assessed. Please note: in some cases, the assessment may take 4 to 6 weeks.

Transfer Credit Request Outcomes

- Students will be notified of the outcome through their College email account.
- Approved transfer credits will be applied as a "TR" grade to your transcript. The "TR" grade does not have value towards the Grade Point Average calculation. The course that the transfer credit has been applied to can be dropped.
- Denied transfer credit requests are not recorded on a transcript and are not subject to appeal.

*If you have submitted a transcript for admission purposes or for a previous transfer credit application, the Registrar's Office may already have your transcript so you will not need to submit an additional copy.



FREQUENTLY ASKED QUESTIONS

1

When should I apply for a transfer credit?

It is recommended that all requests be submitted 4 months in advance of registration to allow time for assessment. Fall term requests should be initiated by May 1st and Winter term requests should be initiated by November 1st. Requests received later than May 1st and November 1st will be subject to available resources.

2

Should I register in a course that I would like to receive credit for?

Yes. You should register and attend the course to ensure that you are able to complete the course if the transfer credit request is denied.

3

What if I'm taking a course that I could receive a transfer credit towards?

You can still apply for a transfer credit if you are currently taking the course. The transfer credit application must be submitted prior to the semester deadline for course withdrawals. Please visit the Academic Calendar of Events for the approved dates, www.confederationc.on.ca/registration/academicdates. It is recommended that you continue to attend the course until you receive the assessment results. If the transfer credit is approved and you wish to drop the course, you are responsible to submit the completed course drop form prior to the withdrawal deadline. Please visit: www.confederationc.on.ca/registration to print a copy of the course drop form.

4

Can I still take a course that I have received a transfer credit towards?

Yes. You have the option to register for or continue in the course. You may also choose to audit the course after receiving the Program Coordinators approval.

5

What courses will count towards general elective or "GE" courses?

Many elective courses at universities or colleges can apply towards general elective or GE courses. These include general knowledge courses such as psychology, sociology, political science, wellness and many more.

6

How many transfer credits can I apply for?

As students are required to complete at least 25% of their program courses at Confederation College, you may apply for and receive credit up to 75% of the program courses. Please be aware that dropping courses may impact full-time status and OSAP eligibility. Please contact our Financial Aid staff if you have any questions about OSAP eligibility.

For more information, visit: www.confederationc.on.ca/admissions/transferecredits