

Transfer Credit Policy

Effective Date: September 28, 2009

1.1. Policy Statements:

- 1.1.1. Transfer credits may be granted in recognition of course work completed at other post-secondary institutions. The courses must have similar outcomes and the application must be supported by official transcripts and course outlines.
- 1.1.2. The course work for which the student is requesting transfer credit must be related to the student's program of studies at Ashton College. It must be comparable in breadth and depth in its essential elements to the specific Ashton College courses to be credited.

1.2. Procedures:

- 1.2.1. Applications for transfer credit must be received by the Office of the Registrar prior to the commencement of the courses for which the transfer credit application is being made.
- 1.2.2. A student requesting a transfer credit must submit the **Transfer Credit Application (AC 134)** along with all required documents to the Office of the Registrar. The application will not be processed until the non-refundable Transfer Credit Fee per course has been paid. These required documents would include the following:
 - 1.2.2.1. Official transcript from each Post-Secondary Institution; and
 - 1.2.2.2. Course description for each course.
- 1.2.3. The Office of the Registrar must submit the application to the Academic Director for approval.
- 1.2.4. Once the Academic Director has made a decision, the Office of the Registrar will then advise the student of the results.
- 1.2.5. If approved, the Registrar will enter "CR (TC)" on the student's academic transcript for each approved course.

1.3. Academic Residency Requirement:

- 1.3.1. In order to satisfy academic residency requirements for an Ashton College credential, a student must satisfactorily complete a minimum of 25% of the total required program of study at Ashton College.

1.4. Relevant Form:

- 1.4.1. Transfer Credit Application (AC 134)