

Policy Name:	Transfer Credit (CPE)
Policy Owner:	Director, CPE
Approved By:	SMT
Approval Date:	09/10/2021
Effective Date:	30/10/2021
Next Review Date:	01/05/2024
Scope:	Continuing Professional Education Programs

I. Purpose

This Policy provides guidelines for students, program management and program operational staff in allowing transfer credit to recognize substantially similar courses taken at another post-secondary institution towards completion requirements for School of Continuing Studies Professional Education programs.

II. Principles

- Students enrolled in a School of Continuing Studies (SCS) certificate program at York University may apply to be considered for transfer credit in their program of study from courses previously taken.
- The School accepts a maximum of one transfer credit per program.
- The acceptance of transfer credits is determined on a program-by-program basis.
- Completed applications for transfer credit **MUST** be received by the relevant program team **before the start date of the program**. No exceptions will be made for late requests. Transfer credit requests may take two weeks to process from the date that all required documentation is submitted in full. The form can be found here: <https://continue.yorku.ca/web-scs/wp-content/uploads/2015/11/SCS-Transfer-Credit-Request-Form.pdf> In addition, transfer credit requests will be reviewed for registered students.
- There must be a minimum of 80% overlap (as determined by the Program Manager) in content and curriculum to the SCS course
- There must be at least an equivalent number of course hours to the SCS course
- Courses must have been taken at a recognized Canadian public university or college, or from an international institution if verified with a World Education Services *Comprehensive Course-by-Course Report* Only University courses with a grade equivalent to a “C” (60%) or better will be considered.
- College courses with a grade equivalent less than a “B” (70%) will not be considered. Private career colleges are excluded.
- Students will receive a grade of EXEMPT on their grade report and a refund equivalent to the course tuition fee.

Responsibilities

- i. Approval – Director, CPE s
- ii. Review & Maintenance – Program Manager
- iii. Compliance –, Manager, Registration and Admissions

III. Policy Version Control

Version	Changes	Author	Approval	Approval Date	Effective Date
1.0	Initial Policy	MDB	CBC	October 9, 2021	October 30, 2021

IV. Related Documents

- i. n/a

V. Definitions

- i. n/a

VI. Appendices

Procedures

Required Application Documents:

- a completed [transfer credit request form](#)
- an official course outline*
- An official transcript
 - For courses taken **outside** of Canada or the US - a WES Course by Course Evaluation (ICAP) is required, along with the student’s final grade - <https://www.wes.org/ca/about-wes-credential-evaluation/>
 - [For courses taken in Canada or the US – an Official Transcript with the student’s final grade is required](#)

*Official course outlines must contain:

- the full course description
- course learning objectives
- course assessments and reading materials
- weekly content covered

- the total number of course contact hours

Transfer credit requests can be submitted to the School of Continuing Studies for approval to regscs@yorku.ca. Please use the subject line “TOC (name of program)” with your student number or mailed to the School of Continuing Studies, Attention: Registration, at **4700 Keele Street – Room 123 Atkinson Building, Toronto, Ontario M3J 1P3**.