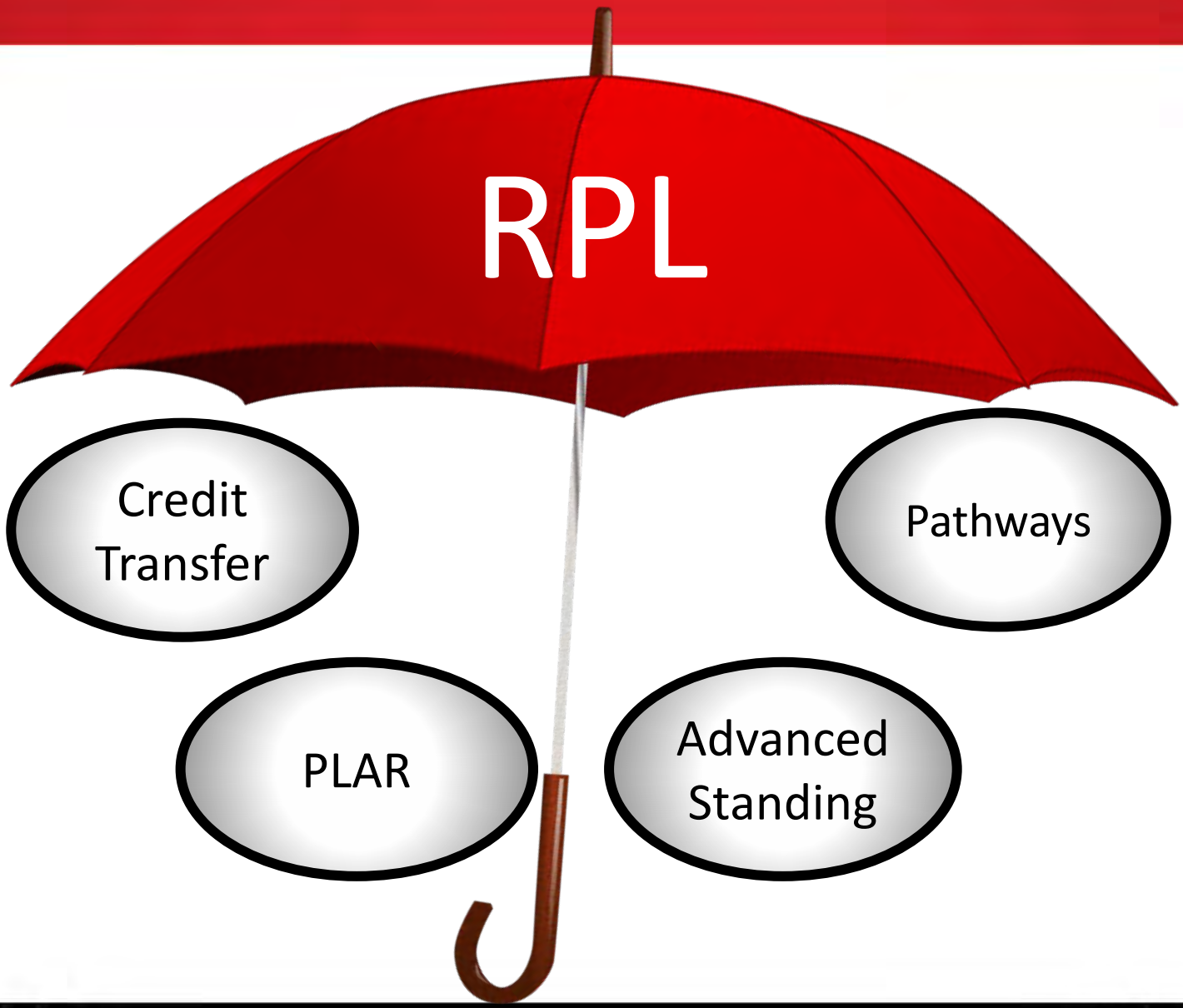
CANADORE college.ca

ONCAT Conference | April 26, 2016

Credit Transfer Process & Policy

A northern college perspective

Recognition of Prior Learning (RPL)



In the Beginning:

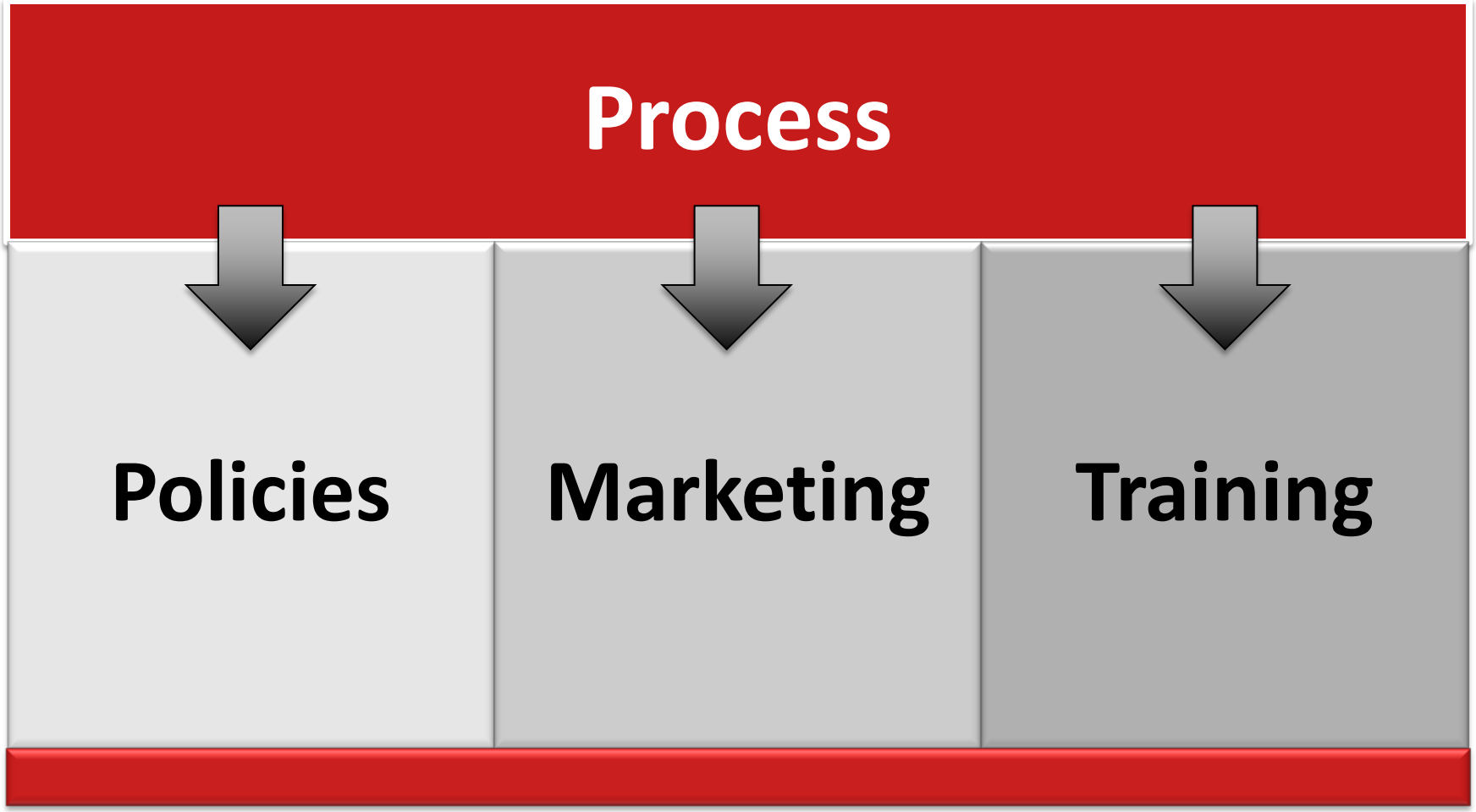
Pathways Officer

- Initiatives & Opportunities position July 2013 to April 30, 2015.
- Supported with CTIG funding.
- Full-time June 2015.

To Oversee all RPL Processes:

- Credit transfer
- PLAR
- Pathways
- Advanced Standing

Credit Transfer Revisions



Policies:

Recognition of Prior Learning (RPL)

- February 10, 2014

Credit Transfer

- May 19, 2015

Prior Learning Assessment and Recognition (PLAR)

- May 19, 2015

Advanced Standing

- To Come

Photo retrieved April 22, 2016 from :
http://www.msbaonline.org/Conferences/PolicySocialMedia/PolicySocialMediaDownloads/tabid/783/Default.aspx

New Process: Overview

The new process :

- Begins and ends with the Admissions Office
- Requires full course outlines
- Requires official transcripts
- Tracks and documents applications

Benefits:

- More efficient and effective review
- Faculty receive a complete package
- Framework for workflow
- Data collection, reliable data
- Students may receive updates on progress

CANADORE college

Recognition of Prior Learning
Credit Transfer Application

PART 1: Applicant Information (please print)

Student #	Last Name:	First name:
Date of Birth:	Home Phone #:	Email Address:
Current Date:	Canadore College Program & Status:	☐ Full time ☐ Part time

PART 2: Instructions to Applicants

- Application fees are non-refundable and the application outcome is not subject to appeal.
- Non-Canadore Credit Transfer Applications must be accompanied by **official transcripts.**
- Credit Transfer Applications must be accompanied by **full course outlines** for each non-Canadore course. Web-links to course outlines are acceptable.
- Only courses successfully completed with a "C" **grade (60%) or better** will be considered for transfer.
- If applying for **more than four** course credit transfers please use and attach additional forms.
- It is your responsibility to drop current and/or future courses from your program of study for which you receive exemptions.
- Please be aware that changes to your course load may result in changes to your status (e.g., full-time or part-time) or to your funding eligibility (e.g., OSAP).
- You will be notified by email once your application has been processed. You must continue to attend classes until you receive official notification that the credit transfer application has been approved.

PART 3: Transcripts

An **official transcript** is an original document issued by an institution. Official transcripts may be sent by fax or electronically through the Ontario Colleges Application Service (OCAS) by the issuing institution. Official transcripts, in the envelope **sealed by the institution**, may be sent by mail or delivered in person.

Check appropriate box – Official transcripts are retained for one year

☐ Official transcript(s) submitted in the last 12 months

☐ Official transcript(s) are attached / have been requested from the originating institution

PART 4: Important Information

APPLICATION DEADLINE:	Credit Transfer Applications **and** all accompanying documentation must be received no later than 15 business days prior to the beginning of the semester.
RETURN FORM TO:	Canadore College Admissions Office MAIL: P.O. Box 5001, 100 College Drive, North Bay, ON P1B 8K9 PHONE: (705) 474-7600 ext. 5123 FAX: (705) 494-7482 EMAIL: admissions@canadorecollege.ca
APPLICATION FEES: (for transfer of non-Canadore credits)	☐ $25.00 for one course credit transfer request. ☐ $50.00 for multiple course credit transfer requests (if applied for at the same time) Note: There is no fee associated with the transfer of prior Canadore College credits.
PAYMENTS:	Payments can be made in person at the Admissions Office, though Self Service, or via online banking.

Version: October 22, 2013 Page 1 of 2

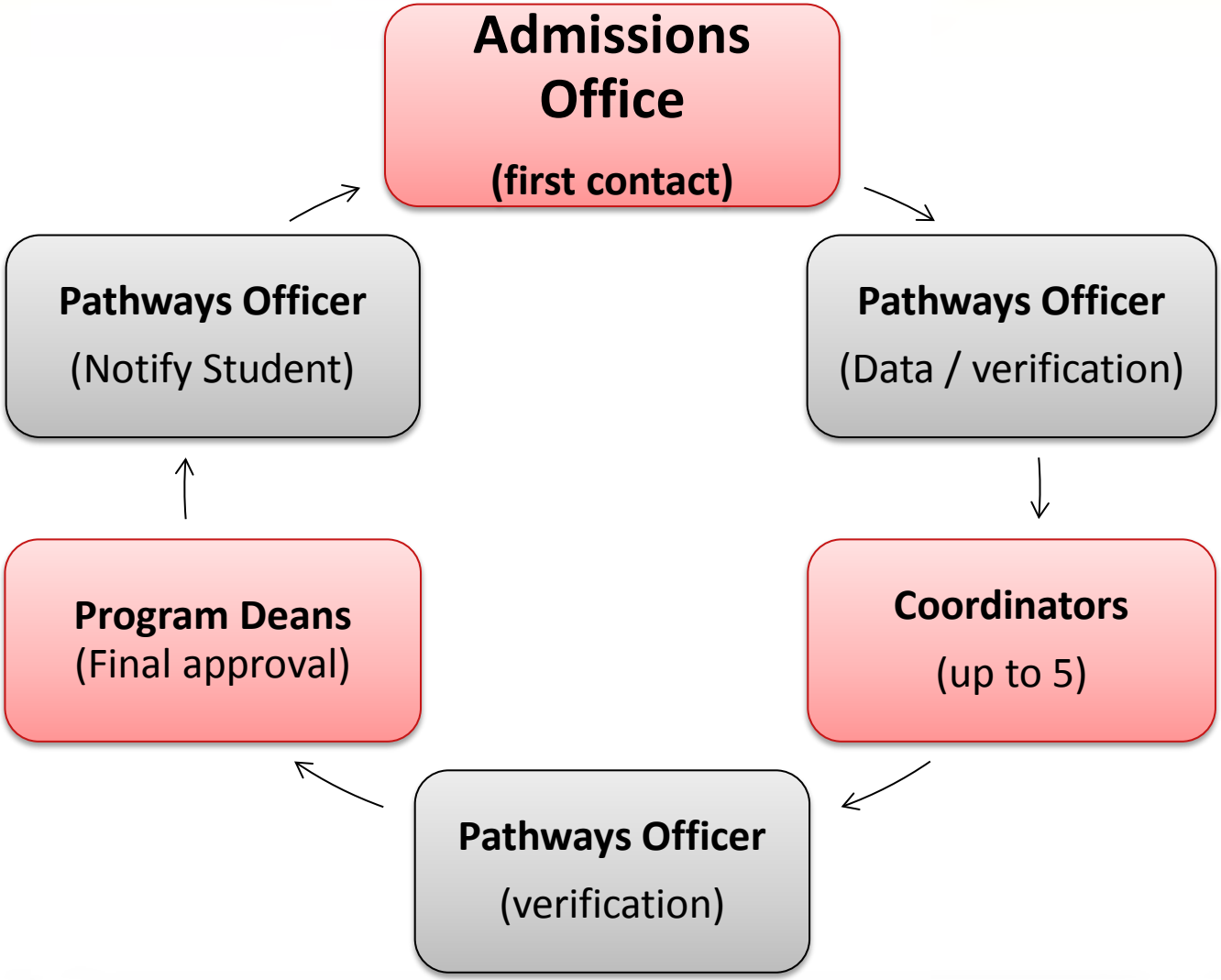
New Process: Internal vs. External

	External	Internal (Canadore)
Official Transcript	Required	Not Required*
Full Outline	Required	Not Required*
Application Fee	Required ($25 or $50)	Not Required*
Passing Grade	Minimum 60%	Determined by course**

* Already on file

** 50% or minimum passing grade required by the individual course

New Process: Application Cycle



New Process: Marketing and Training

Materials:

- New Application Form
- Guide & FAQ
- Promotional Materials

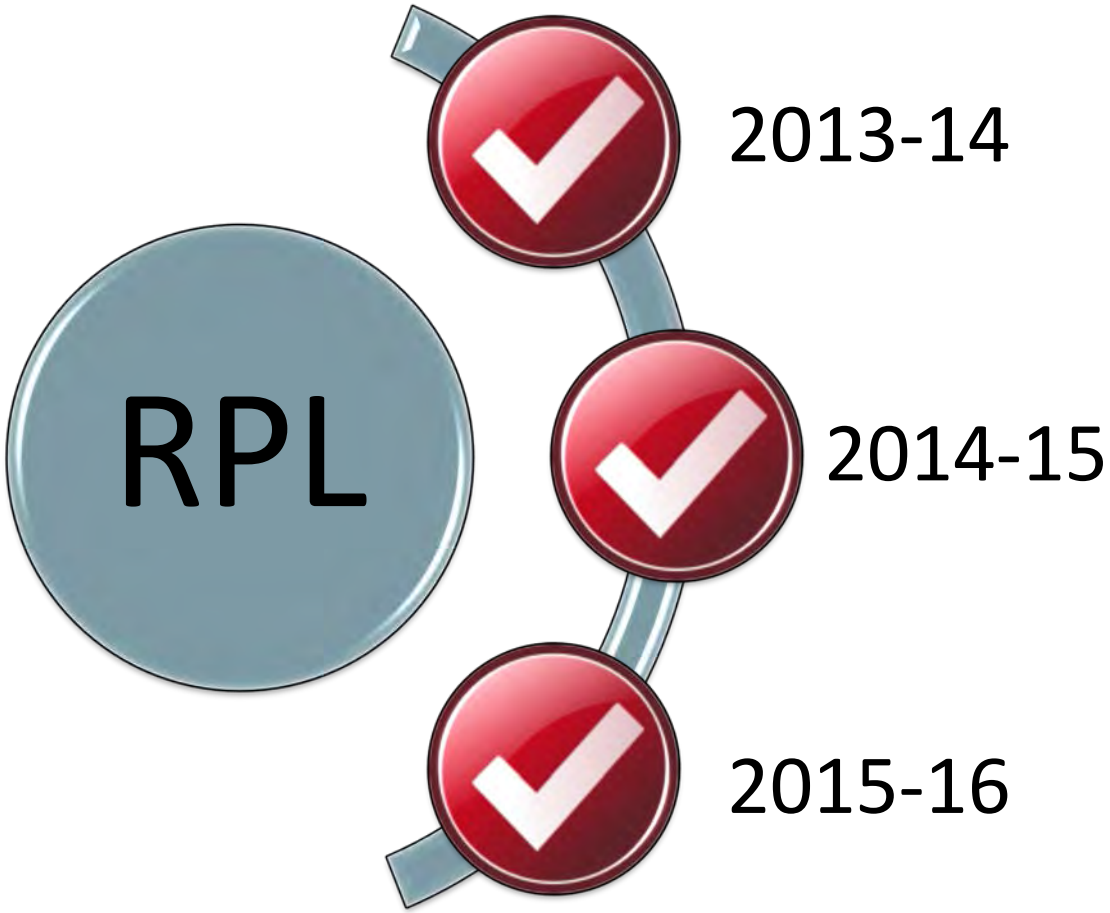
Communication:

- Emails (before each semester)
- Website (May 2014)
- Website Focus Group (Nov 2014)
- and social media

Training:

- Information and PD Sessions
- One-on-one and group training
- Departmental meeting

RPL Progress Timeline

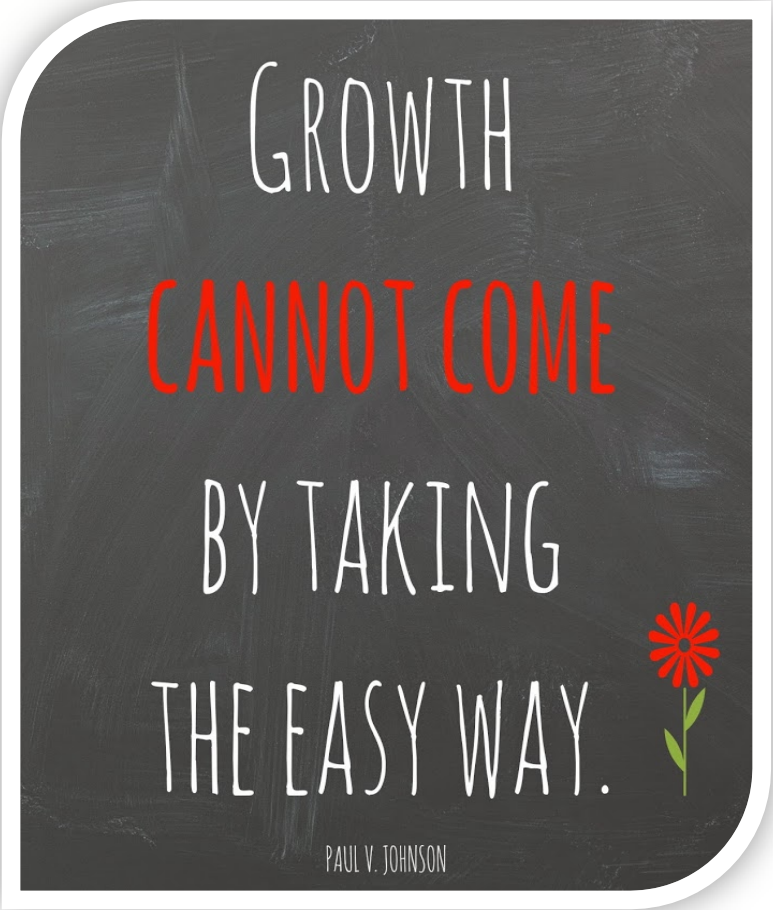


- CT Process
- CT Application Form
- Student Guide
- RPL Policy

- Credit Transfer Policy
- PLAR Policy
- Website Content
- Ongoing Pathway Negotiations
- Surveys / Focus groups

- PLAR Student Guide
- PLAR Faculty Guide
- PLAR Self-Assessment Tool

Challenges



- Minimal resources
- Manual process
- “Old habits die hard”
- Knowing what to document
- Getting the timing and method of communications right

Photo retrieved April 18, 2016 from: http://quotesgram.com/quotes-on-challenges-and-growth/

Success: Data Collection

Courses can be:

- ☑ **Approved** For All Students
- ☑ **Approved** This Student Only
- ☒ **Denied** All Students
- ☒ **Denied** This Student Only

For courses approved "For All Students":

- Approval by Pathways Officer
- No further review for 5 years (unless otherwise determined)
- Equivalency data collection is ongoing
- Equivalency data is to be uploaded to ONTransfer.ca

Success: Data

Number of:	Fall 2013	Fall 2014	Fall 2015
Total Applications	162	225	297
Total Courses	336	600	1030
International Courses	6	17	105
English Courses	108	103	106
Gen Ed Courses	203	269	342

Success: Communication & Process

Did students know:

The Credit Transfer Application, Guide and FAQ is on our Website:

- 2014: Yes 43%
- 2015: Yes 60% **Increase of 17%**

About the credit transfer deadline?

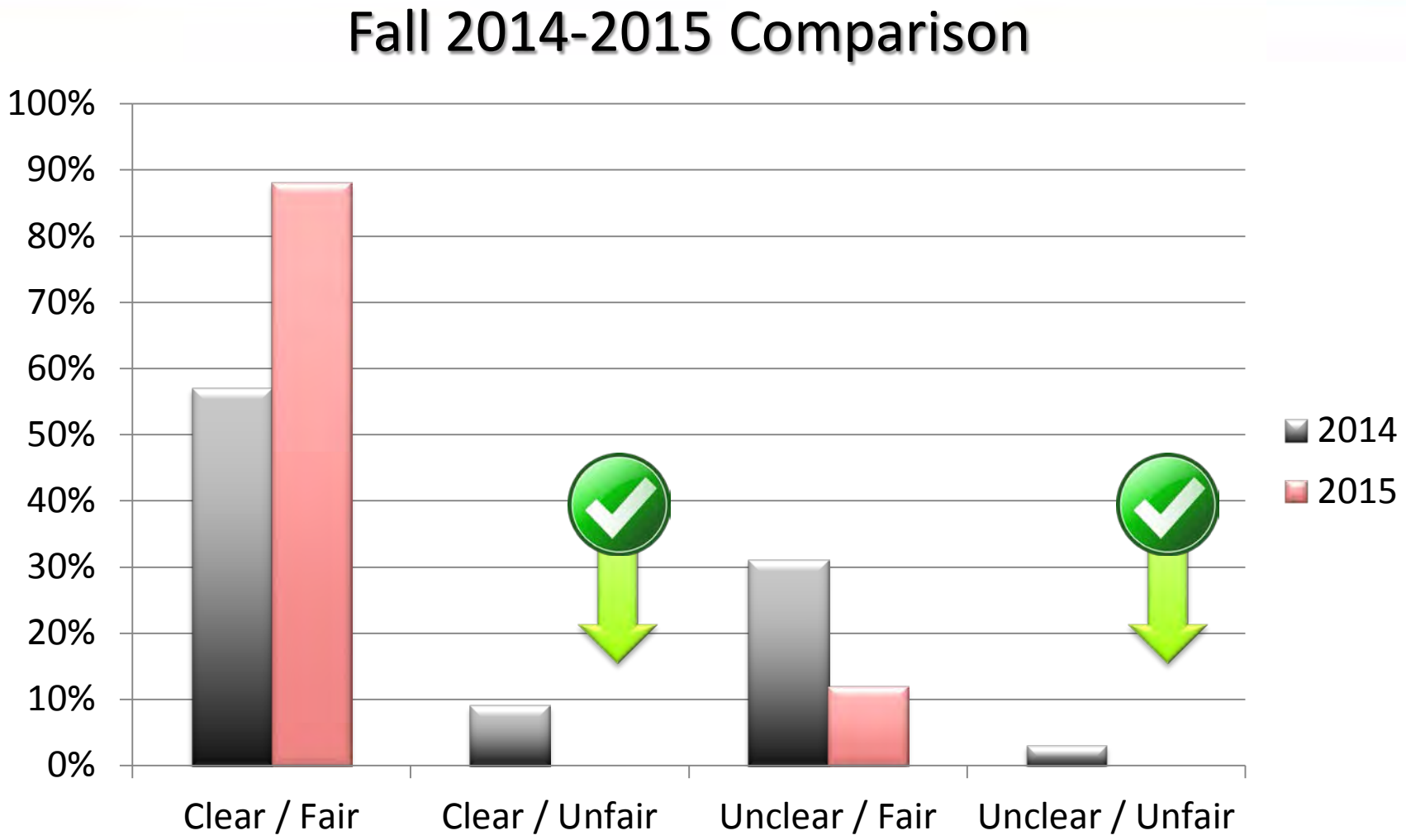
- 2014: Yes 46%
- 2015: Yes 65% **Increase of 19%**

And:

Did they receive their results within 4 weeks of submission?

- 2014: Yes 68%
- 2015: Yes 82% **Increase of 14%**

Success: Student Perception of the Process



Success: Improving the Student Experience

Improved:

- Accessibility & understanding
- Transparency & efficiency
- Survey results
- Interdepartmental communication

Progress: Then and Now

2013

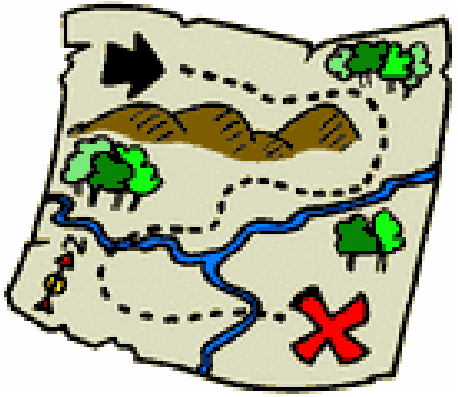
1. No clear process
2. No policy
3. Little support material
4. No info on website
5. No training for staff
6. No data collection

2016

1. Established process
2. Policy posted
3. Guides and support material
4. Info on website
5. Training for staff
6. Data collection and reporting

Resulting in improved access and outcomes for students !

Next Phase



- Mapping out the workflow
- Automating credit transfer
- Continued PD and engagement with faculty and academic groups
- Strategic enrolment management

Presenters

- **Marianne Haist:** Pathways Officer since 2013. Marianne has been instrumental in coordinating the development and implementation of the college's current credit transfer policies, procedures and guidelines. Marianne.haist@canadorecollege.ca

- **Jan Lundquist:** Coordinator of Language, Communication and General Education since 2013. Jan is both a professor and the coordinator for the Language &Communication and General Education Departments. She is responsible for all communication and general education course transfers at Canadore College and works closely with the Pathways Officer and the Registrar's Office. Jan.lundquist@canadorecollege.ca

- **Jeannette Miron:** Registrar and Manager of Institutional Research since 2013. Jeannette is responsible for the pathways and articulations portfolio which includes credit transfer. Jeannette.miron@canadorecollege.ca