



SENATE POLICY

Policy on Advanced Standing and Credit Transfer (Undergraduate)

(Inception: for Transfer Credit – 1963-1964 (General Calendar) (GnC); for Advanced Standing – December 18, 1964) (Amended: February 15, 1965, May 28, 1965, 1965-1966 (GnC), 1966-1967 (GnC), March 20, 1968, 1969-1970 (GnC), 1970-1971 (GnC), February 11, 1972, January 12, 1973, 1973-1974 (GnC), 1975-1976 (GnC), June 8, 1978, May 8, 1980, 1980-1982 (GnC), April 15, 1982, 1982-1984 (GnC), April 14, 1983, September 22, 1993, September 19, 1996, December 17, 1997, March 23, 2000, May 30, 2001, March 17, 2004, June 11, 2009, March 9, 2012, June 7, 2013, October 10, 2014, May 8, 2015, October 11, 2019, December 10, 2021)

Throughout the policy the word “Dean” is taken to mean the Deans (or designates) of academic Faculties.

Deans may grant credit for a University of Windsor course in recognition of academic course work completed at another post-secondary institution, recognized organization (see #8 below for example), or secondary school under #14, provided that the course work completed is deemed to be equivalent, consistent with the Senate approved Course Equivalency Policy. Deans may also grant credit for a University of Windsor course in recognition of equivalent university-level knowledge gained outside traditional academic course work (see #16 below). If the work completed is not equivalent to a specific University of Windsor course but constitutes a general body of knowledge in a discipline, a credit may be awarded for an unspecified course at the appropriate level.

Students who feel that their prior academic work is undervalued must appeal their evaluation to the Dean, through the Office of the Registrar, within two terms after admission to their program of study. The decision of the Dean on the appeal is final.

The granting of transfer credit reduces the total number of courses a student must complete for a degree, thereby giving the student advanced standing in a program. The mechanism by which students may obtain advanced standing include:

- By block transfer credit (*e.g.*, transfer by articulation agreement and transfer by degree completion program)
- By an assessment of Advanced Placement (AP) credentials
- By an assessment of International Baccalaureate credentials
- By challenge examination
- By completion of academic work offered through an approved organization (see #8 below)
- By an evaluation of prior academic work on a case-by-case basis
- By dual credit established with a secondary school (see #14 below)

Process

Block transfer by an articulation agreement or a degree completion pathway is completed by the Office of the Registrar upon admission. In all other cases, prior to the completion of the first semester of registration at the University of Windsor, for each course to be considered in the allocation of transfer credit, the applicant will be required to provide to the Dean, through the Office of the Registrar, the following information

- A detailed list of topics covered
- A list of textbook(s) used
- The learning outcomes
- The grading mechanism
- The final grade
- The number of lecture, tutorial and laboratory hours.
- For Visual Arts courses, a portfolio of work completed

In many cases, the course outline together with the transcript is sufficient.

The only courses to be evaluated under this policy are those for which a grade of at least 60% has been achieved, in the case of university courses or, a grade of at least 70% has been achieved, in the case of non-university courses. The Registrar's Office shall develop and apply grade conversion standards, under the authority of Senate.

1. Transfer credit will be awarded only for those courses that fulfill the degree requirements of the student's University of Windsor program. If the student changes programs, transfer credit and advanced standing will be re-evaluated by the Dean of the new program. Normally, a student who has a cumulative average of 60% or greater will be granted transfer credit only for courses completed that apply to the intended program.
2. Transfer credit may be granted on other than a one-for-one basis.
3. Transferable post-secondary-level courses used to meet a high school course requirement for admission will also be considered for transfer credit.
4. In general, courses taken at post-secondary institutions in Canada, if acceptable for credit at one or more of the major residential Canadian universities shall normally be transferred for credit at the University of Windsor. Transferability will be subject to other University policies.
5. Once a transfer credit decision has been made it shall be recorded and shall serve as a guide to the Deans for future decisions.

At the request of the student and where a change will benefit the student, a Dean may, with reasonable grounds, recommend exemption from an approved agreement. This exemption shall not alter the agreement.

6. Deans have the right to deny transfer credit for courses taken far enough in the past that the material could be considered out of date. Students whose course work is identified as out of date may be required to replace or update the course work concerned.
7. Transfer credit on the basis of Challenge Examinations:
A student may acquire knowledge of the subject matter of a course in a manner that does not provide a basis for credit by transfer. Such a student may request permission from the Dean, through the Office of the Registrar, for a single opportunity to write an examination for advanced standing within two terms after admission to a specific program. A minimum grade of 60% is required for the granting of transfer credit.
Visual Arts: Students who wish to receive art history credit for courses taken at other institutions may be required to take a qualifying examination during the first week of regularly scheduled classes. The examination will cover those Art History courses from which the student wishes to be exempted.
8. Transfer credit for workshop/classes offered by theatre/production professionals:
Dramatic Art students, who have successfully completed workshop/classes offered by theatre/production professionals such as Off the Wall Theatre Alliance and approved by the School of Dramatic art, may obtain transfer credit by portfolio submission to a maximum of two (2) semester course credits per workshop/class with a minimum of 72 contact hours. Students must submit a portfolio of their own work for evaluation by a faculty member in Dramatic Art with the appropriate expertise by a due date agreed upon in consultation with the faculty member. A minimum grade of 70% is required. Workshop/classes for which transfer credit may be granted is limited to those offered by theatre/production professionals and approved by the school of Dramatic Art prior to commencing. Students will apply in advance and will require approval and permission from appropriate faculty. Normally, such transfer credit would be at the 200 level.
9. Transfer credit for Advanced Placement (AP) credentials:
Applicants presenting Advanced Placement (AP) credentials have the option at the point of admission of receiving transfer credit for approved courses where they have achieved AP grades of '4' or '5', to a maximum

of 10 courses (30.0 credit hours), or of taking the University of Windsor course.

10. Transfer credit for International Baccalaureate (IB) credentials:
Applicants presenting International Baccalaureate (IB) credentials have the option at the point of admission of receiving transfer credit for approved courses, where they have achieved IB grades of '5' or more, to a maximum of 10 courses (30.0 credit hours). Completion of the diploma is not a prerequisite for receiving transfer credit.
11. Transfer credit for General Certificate of Education (GCE):
Applicants who receive a "C" grade in final GCE Advanced level examinations will be considered for transfer credit for those courses that have been assessed as equivalent to specified or unspecified University of Windsor courses and are relevant to the student's academic program. No transfer credit will be granted for Advanced Subsidiary level examinations. (Maximum credit 6 semester courses)
12. Transfer credit for courses from non-accredited institutions:
When a course taught by an unaccredited institution is presented for transfer credit, the recommendation serves as a standard only for students who complete the identical course section in the same term and are pursuing the same program of studies as the student who originally presented the course for transfer credit.
13. Block Transfer:
 - (a) Applicants who have graduated from a three-year CAAT program that is academic in nature with a minimum cumulative average of B (3.0 or 70%) at the CAAT will be considered for admission to Second Year of an appropriate program.
 - (b) Applicants who have completed selected programs may be eligible for block transfer or admission to a degree completion program. For details see University/College agreements or specific degree completion programs offered by the Department.
14. Dual Credit:
With the approval of the Dean, transfer credit may be granted for enriched university preparatory courses, offered by secondary school boards in partnership with the University of Windsor, enabling students to receive dual credit for these courses. Secondary school students must successfully complete an enriched course with a minimum overall average of 75%, as well as a final exam grade of at least 75% to receive university credit. Dual credit courses must have secondary course expectations aligned to university course learning outcomes and have a standardized final exam. The dual credit is applied toward both the Ontario Secondary School Diploma and an undergraduate certificate, diploma, or degree program at the University of Windsor. The maximum number of courses for which students can obtain dual credit is five 3.0 credit courses.
15. Updates to approved courses equivalencies:
Should changes in course content warrant updates to the course equivalencies, the Office of the Registrar in collaboration with the applicable department will have these reassessments completed and updates applied where applicable.
16. Competency-Based Learning:
An applicant, either new to the University of Windsor or a returning student, can apply for credit for up to 10 semester courses based on their equivalent university-level knowledge acquired outside a traditional post-secondary classroom and/or through life experiences in an appropriate academic discipline and/or in Indigenous knowledge. Competencies may be gained in various capacities, including but not limited to professional experience and training, independent study/self-teaching, non-credited coursework, volunteering, travel, hobbies and family experiences. The burden of demonstrating the knowledge and skills for transfer credit lies with the student and is subject to the assessment of the Dean (or designate) of the Faculty for which credit is sought.

The application shall be submitted to the Office of the Registrar and shall include a description of the

applicant's competency-based experience and learning, as well as supporting documentation and evidence (e.g., resume, work samples, assignments, portfolio, employer/reference letters, etc.) of their prior learning that demonstrates that the necessary skills and knowledge were gained through life or work experiences. A Competency-Based Learning assessment fee will be applied to the applicant's student account (please see the Office of the Registrar website for the current fees). The Office of the Registrar shall send the completed application and supporting documentation to the Dean of the appropriate Faculty for the evaluation of transfer credit. The Dean (or designate) and a qualified faculty member assigned to evaluate the application will determine the appropriate method(s) to evaluate the learning experiences and skills presented in the application, which could include but is not limited to: challenge testing, interviews, oral examination, simulation/performance evaluations, case study, practical/laboratory demonstrations, or portfolio assessment.