

POLICY:  <b>Credit Transfer Policy</b>		POLICY NUMBER: <b>AC-010-A1</b>
		PREVIOUS/REPLACES: <b>Student Manual</b>
APPROVED BY: <b>Academic Council</b>	EFFECTIVE DATE AS OF: <b>November 1, 2021</b>	PRIOR VERSIONS: <b>August 2020</b>

## 1. Policy Statement

Herzing College believes that students should have flexibility in their educational needs. As such, Herzing College has created a credit transfer policy that is designed to consider the needs of students transferring credits in and out of Herzing College.

## 2. Scope

This policy applies to all Herzing College staff, faculty members, and students unless otherwise noted.

## 3. Procedure

### 1. Transfer of credits to Herzing College

- a. Applicants desiring to transfer credits to Herzing College from other colleges must have a transcript as well as provide a course syllabus. It is best if Herzing College receives official transcripts before class starts so that proper schedules can be prepared. This is typically done during the admission process prior to the beginning of the semester. At a minimum, 50% of the credits required for a diploma or degree must be taken at Herzing College. Therefore, the College will not allow a student to transfer in more than 50% of the credits required for a diploma or degree. Also, the total number of credits transferred to Herzing College plus course exemption credits must not exceed 50% of the credits required for a diploma or degree.
- b. To receive credit for any course taken elsewhere, the following applies:
  - i. The course for which credit is being sought must have been taken at an accredited/registered or approved post-secondary institution and must be comparable to the course at Herzing College for which transfer credits are being sought (comparability is assessed based on contact hours, breadth, and depth of content, as well as scope).
  - ii. The student must have earned a grade of at least a “C” or better in that course.
  - iii. The proper authorities at Herzing College must receive the official transcript. A catalogue or official description of the course from the previous college is needed. As always, the acceptance of transfer credit is entirely up to the discretion of the receiving college. In addition to the grade received, the length of time since the course was taken will be considered.

- b. In addition, programmatic third-party accreditor requirements will be enforced.
  - Law Society of Ontario (LSO) – Only credits from Accredited Paralegal Programs will be accepted to a maximum of 40%.

## 2. Transfer of Credits to Other Colleges

- a. Other institutions may accept some or all courses or transfer credit, but such decisions are entirely at the discretion of the receiving institution. In the absence of an articulation agreement between Herzing College and another institution, no one at Herzing College can represent that particular credits will transfer anywhere. Students can review a list in the administrative office of institutions, if any, with whom Herzing has articulation agreements or have given assurances to Herzing College that they will accept transfer credits from Herzing College, or by practice have done so in the past.

## 4. Administration

The Campus President will oversee the administration and enforcement of this policy.

## 5. Review

This policy will be reviewed as required by the Academic Council in 2026.

## 6. Reference

- Herzing College Student Manual