

# ASSOCIATION OF CANADIAN COMMUNITY COLLEGES

## PAN-CANADIAN PROTOCOL FOR THE TRANSFERABILITY OF LEARNING

*The signatory to this protocol agrees to maximize the recognition and transfer of learning acquired through formal education, workplace training and work and life experience.*

*The signatory further agrees to the following Operating Principles:*

1. Transfer credit will be awarded in accordance with the policies and regulations of the governing bodies of the institutions concerned. It is the prerogative of each institution to set admission requirements and prerequisites, to determine program design and delivery, to establish all requirements for credentials, and to limit admission to programs based on availability of resources. Transfer credit shall be awarded to students for credits earned that are related to the program of study in which the transfer student will register.
2. Course or program transfer credit shall be based on an equivalency of educational achievement and of knowledge, skills, abilities, and outcomes recognizing that effective learning can occur under a variety of arrangements and conditions. This includes all forms of formal and informal learning such as self-study, work place education, training and experience. Various methods of demonstrating or achieving equivalency may be employed such as program reviews of work place training, competency tests, challenge examinations, and other forms of prior learning assessment.
3. Transfer credit not deemed to satisfy specific program requirements should be awarded whenever possible to fulfill other general requirements.
4. An institution that denies the transfer of credit shall state the reasons for the refusal.
5. If formal transfer arrangements are to be effective, current information must be readily available that accurately describes course equivalencies, program prerequisites, and levels of achievement on which admission to awarding of transfer credit at receiving institutions will be based. Receiving institutions should not make changes in these arrangements without providing adequate notice and lead-time to other institutions. Each institution should identify an office that is responsible for distribution of information on transfer policies and practices.

*Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Name*

*Title*

*Institution*

