

OCAD UNIVERSITY

TRANSFER CREDIT GUIDELINES

Effective for students admitted September 2020 and

Updated March 21, 2022

OCAD University welcomes students to request transfer credits if they have previous education at the post-secondary level or have completed International Baccalaureate or Advanced Placement courses.

At OCAD U, fall or winter term courses are worth 0.5 credit with 12 weeks of instruction at 3 hours per week (36 hours total). Students taking a full course load enroll in 2.5 credits each fall and winter term (5 credits per academic year).

Transfer Credits are the awarding of credits (usually on a course-by-course basis) and are granted based on the following principles:

- Requests may be considered **up to 24 months after admission to OCAD U** for students admitted in Sept. 2020 or later. For example, the deadline for students admitted in Sept. 2020 is Aug. 31, 2022.
- Previous coursework must have been completed before being admitted to OCAD U and assessment will not begin until an applicant receives an offer of admission to OCAD U.
- Post-secondary courses from an accredited institution with a minimum final grade of 60% to 70% (depending on the type of institution and where the passing grade is 50%) will be eligible for transfer credit consideration.
- Contact hours must total a minimum of 36 hours for 0.5 OCAD University credit, with a minimum of three weeks of instruction.
- A maximum of 2.0 studio credits may be awarded to students admitted to first year towards required studio credits.
- A maximum of 1.5 transfer credits may be awarded for International Baccalaureate (IB) Higher Level courses with a minimum score of 5 and/or Advanced Placement (AP) courses with a minimum score 4.
- Transfer credits awarded may not exceed 50% of the total credits required to complete an OCAD U Bachelor's Degree program (i.e. 10 credits maximum combining Upper Year Admission, Transfer Credit and/or Course Challenge).

ELIGIBLE COURSES

Course Types & Grades

Course Type from accredited institutions	Value (where credit hours are comparable)	Minimum Grade		
	1:1 (1 course = 1 OCAD U course) 2:1 (2 courses = 1 OCAD U course)	Percentage	Letter Grade	GPA (out of 4.0)
Bachelor's degree level from a University	1:1	60	C-	1.7
Bachelor's degree level from a College or Institute of Technology	1:1	60	C-	1.7
Diploma level from a College or Institute of Technology	Arts & Science courses 2:1 Studio courses may be 1:1 or 2:1 depending on program	65	C+	2.3
Associate's degree level from College (e.g. 2-year degrees) Courses that qualify into a Bachelor's degree may be eligible for grades of 60/C-	TBD Arts & Science courses 2:1 or 1:1 if directly qualifies into a Bachelor's Degree Studio courses may be 1:1 or 2:1 depending on program	65 or TBD	C+ or TBD	2.3 or TBD
CEGEP courses (Must have complete more than 12 academic courses)	1:1 or 2:1 depending on courses and program	65		
Private Career Colleges	Many:1	70	B-	2.7
Non-credit (certificates, workshops)	Not eligible	Not eligible		
International Baccalaureate (Higher Level)	1:1	5		
Advanced Placement	1:1	4		

Course Outlines/Syllabi

Course syllabi are reviewed based on the following information:

- Course description
- Learning outcomes
- Weekly topics
- Grade Breakdown
- Assignment details (type of assignment and length)

Course Subjects

Studio Courses

New first year students may apply for transfer credits in studio courses* up to a maximum of 2.0 credits for required studio credits. The Admissions Officer will review studio courses that are equivalent to the student's first year program requirements first before considering upper year required courses. Where there are no direct equivalencies, students may receive non-specific studio transfer credits that can fulfill electives.

*studio course designations: ADVR, ASOC, CRCP, CROS, CRWR, DIGF, DRPT, ENVR, EXAN, FABR, GART, GDES, GRPH, ILLU, INDS, INTM, INVC, IVCA, IVCD, LIFE, MAAD, PHOT, PRNT, PRPB, SCIN

Arts & Science Courses

Students may apply for transfer credits in Arts & Science courses up to a maximum of 10 credits. The Admissions Offer will review Arts & Science courses that are equivalent to the student's first year program requirements first before considering upper year courses. All programs have Arts & Science breadth requirements that transfer credits may fulfill. Arts & Science transfer credits may also fulfill electives in programs that allow it.

OCAD U Subject Areas and Course Codes	Eligible Subject Areas
English (ENGL)	Academic Writing English, Canadian, American Literature Literary Criticism World Literatures in Translation
Humanities (HUMN)	History Philosophy Religious Studies
Indigenous Focus Breadth (IVCL)	Indigenous Knowledge & History
Science, Technology, & Mathematics (SCTM)	Anatomy Biology Chemistry Computer Science Earth Sciences Environmental Sciences Mathematics Physics Psychology
Social Sciences (SOSC)	Anthropology Cultural Studies Feminism/Gender Studies Economics Political Science Social Science Methods Sociology
History & Theory of Visual Culture (VISA, VISC, VISD, VISM, IVCV)	Art & Design History (Canadian, Indigenous, Global, European) Film and Media Studies Art & Design Theory and Criticism

Second Language Courses

Second language courses are normally not eligible to request for transfer credit. Only under exceptional circumstances will they be approved (i.e. its relevance to the students' program).

Business Courses

Business courses (BUSI) are not considered Studio courses or Arts & Science breadth courses but may be approved for transfer credit. These are normally used to fulfill electives if the program allows it.

Generic Transfer Credits

When OCAD U does not offer a specific course that is approved for transfer credit, an unassigned course code will be used in the form of TRX. For example, an unassigned transfer credit for a humanities course at the 2000 level will show as HUMN-2TRX on a student's transcript.

TRANSFER CREDIT APPROVAL PROCESS

Student's responsibility

Students wishing to request transfer credit must submit the following documentation to the Admissions Officer:

- Official transcripts (no copies)
- Course outline/syllabi if requested
- Transfer Credit Request form

Admissions Officer's Role

The Admissions Officer will review the student's full transcript for eligible courses that are relevant to the student's program. Students who would like to omit specific courses for consideration must inform the Admissions Officer.

Transfer credits previously approved (found in our database) may be automatically approved without submitting a course outline/syllabus or consulting with subject matter experts.

Subject Matter Expert's Role

The Admissions Officer will make recommendations and consult with the appropriate subject matter expert for transfer credit approvals.

Deadlines

Final Deadline to Request Transfer Credits

Students admitted September 2020 and later have 24 months from the time they are admitted to OCAD U to request transfer credit (**by August 31**).

Students who change programs during their time at OCAD U may request another review of their transcript for additional and/or modified transfer credits. Students must submit the Reassessment Request form **no later than 6 months** after the start of their new program (March 31).

Per Term Recommended Deadline to Request Transfer Credits

The recommended deadlines below are made to ensure that transfer credits can be approved before the start of each term. Requesting transfer credits early will give students a better chance at making changes to their course registration if they receive transfer credit. Students who request transfer credits for required courses after these recommended deadlines may lose tuition refund money and may not be able to replace courses in their schedule after they receive their transfer credit results.

Transfer credit requests for Fall term courses	August 1
Transfer credit requests for Winter term courses.	November 15
Transfer credit requests for Spring/Summer term courses	March 31

Appealing Transfer Credit Decisions

A student may appeal their transfer credit results if there are additional supporting documents to present. Students must submit the Appeal Form **no later than 6 months after the date on their transfer credit results letter.**

Transfer credit decisions take into consideration the post-secondary institutions the student declared on their application for admission and/or transfer credit request form. **Additional transfer credit requests will not be considered unless made through the formal appeal process no later than 6 months after the date of their transfer credit results letter.**