

OCAD UNIVERSITY

TRANSFER CREDIT GUIDELINES

Updated June 11, 2018

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:

- Post-secondary credits with a minimum final grade of **60% to 70%** (depending on the source institution – see below) will be eligible for consideration for transfer credit.
- 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 1.5 studio credits may be awarded to new first year students.
- A maximum of 1.5 transfer credits may be awarded for Advanced Placement (min. score 4) and/or International Baccalaureate Higher Level courses (min. score 5).
- The combined credit may not exceed 50% of the total credit required to complete an OCAD University bachelor's degree program (i.e. 10 credits maximum combining Upper Year Admissions, 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	Liberal Arts & Sciences 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 Liberal Arts & Sciences 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)	Liberal Arts & Sciences 2:1 Studio courses may be 1:1 or 2:1 depending on 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 1.5 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, DIGF, DRPT, ENVR, FABR, GART, GDES, GRPH, ILLU, INVC, INDS, INTM, LIFE, MAAD, PHOT, PRNT, SCIN

Liberal Arts & Sciences

Students may apply for transfer credits in Liberal Arts & Sciences courses up to a maximum of 10 credits. The Admissions Offer will review Liberal Arts & Sciences courses that are equivalent to the student's first year program requirements first before considering upper year courses. All programs have Liberal Arts & Sciences breadth requirements that transfer credits may fulfill. Liberal Arts & Sciences 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
Science, Technology, & Mathematics (SCTM)	Anatomy Biology Chemistry 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)	Art & Design History (Canadian, Indigenous, Global, European) Film and Media Studies Art & Design Theory and Criticism

Foreign Language Courses

Foreign 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 Liberal Arts & Sciences 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 (unless a course has been recently approved)
- Transfer Credit Request form (including signing off on the Terms & Conditions)

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 have 1 year 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 have up to 6 months after the start of their new program to request this (March 31).

Per Term Deadline to Request Transfer Credits

The deadlines below are made to ensure that transfer credit results for required courses can be approved before the start of each term. The earlier a student applies for transfer credit and submits all documentation, the better chance a student has to add courses to their schedule. Students who request transfer credits for required courses after these deadlines may lose tuition refund money and may not be able to replace courses in their schedule after they receive their transfer credit results for required courses.

Transfer credit requests for required Fall term courses	August 1
Transfer credit requests for required Winter term courses.	November 15
Transfer credit requests for required 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](#) to the Admissions Officer **within 20 business days from 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 within 20 business days.