

Transfer Credit Project



Student Pathways in Higher Education Conference

(February 27, 2013)



Project Scope

Sheridan has introduced a Transfer Credit service that supports enrolment targets and provides an enhanced service for applicants, students and faculty that supports student success at Sheridan College.

The Transfer Credit service:

1. provides students, applicants and prospects with a vehicle to determine what previous learning credits could be applied to their program study choice;
2. streamlined the transfer credit application and approval process;
3. created operational efficiencies in the recording of transfer credits on student records;
4. will integrate with the Ministry of Training, Colleges and Universities ONTransfer Course Equivalency system and will participate as a pilot college.



Design Principles



1. Leverage existing transcripts (EDI & Official Paper) on record to support transfer credit requests
2. Leverage existing transfer credit/advanced standing data (26,000 records) to build course equivalency rules
3. Course equivalencies will be created applicable to all programs (i.e. course-is-a-course-is-a-course)
4. Student Transfer Credit requests will be automatically approved and recorded against student record if:
 - i. Course Equivalency rule exists in system
 - ii. Official grade (EDI or Paper Transcript) recorded on student record with a minimum grade of a C or the minimum pass for the course for promotion within a program, whichever is higher
 - iii. Transfer credit course taken within 5yrs
5. Program Coordinators will action (approve/deny) course equivalency requests and not the transfer credit request
6. Approved course Equivalencies will be integrated with the ONTransfer Course Equivalency system

Design



The design of the Advanced Standing Online Application is based on a few key components:

1. **PeopleSoft Transfer Credit Functionality**
The delivered Transfer Credit functionality was leveraged as the basis of the design, however, a high level of customization was required.
2. **Academic Advisement/Degree Audit**
The academic advisement/degree audit build was used in determine the courses that are available to students in applying for advanced standing. Advanced standing requests are directly related to the students program of study.
3. **Advanced Standing Historical Data**
There were 26,000 advanced standing records in our Student Information system that were converted into 4,000 course equivalency rules
4. **Electronic Transcript Exchange (EDI)**
The electronic transcript data was used to create an Ontario postsecondary course catalog used in the validation of advanced standing requests. The Electronic transcript data is also to validate that students have obtained the minimum grade requirement

Accomplishments



1. The online Advanced Standing application was launched on November 22, 2012
2. Approximately 4,000 Course Equivalency rules have been established from the 26,000 advanced standing records in PeopleSoft
3. Creation of an external course catalog consisting of over 95,000 distinct Ontario University and College courses
4. Improvements to the Admissions process as a result of fully leveraging the Ontario Postsecondary Electronic Transcript exchange service into the admissions auto-evaluation process for determining applicant eligibility

Statistics

Online Advanced Standing Application Requests as of February 25, 2013	
Total Requests	2112
Completed	1928
Approved	1059
Existing Rule	133
New Rule	926
Denied	871
In Review	2
In Transcript Review	16
Pending Decision	99
Pending Exemption Decision	12
Pending Transcript	55

Statistics

Requests by Course Type		
Number of Core Course Requests	1036	49%
Number of General Education and Breadth Course Requests	1076	51%
Total	2112	100%

Approved Requests by Course Type		
Number of Approved Core Course Requests	411	39%
Number of Approved General Education and Breadth Course Requests	648	61%
Total	1059	100%

Top Three Programs

1. Social Service Worker
2. Chemical Laboratory Technician
3. Bachelor of Applied Health Sciences (Athletic Therapy)

Student View



myPathways @ Sheridan



myPathways is an online service which enables students to see what previous learning credits can be applied to their current program of study.

Advanced Standing

Advanced Standing refers to the transferring of credits earned at another recognized post-secondary institution towards a Sheridan credential.

The use of Advanced Standing credits is subject to the requirements of Sheridan's Advanced Standing and Graduation and Second Credential Policies. The Sheridan Graduation Policy allows you to transfer up to 75% of the required course load.

Students registered in post-secondary programs will now apply for Advanced Standing using Sheridan's new online service.

Students who have recently completed the paper application should not apply online for the same request – but wait for result of paper request.

Before applying for Advanced Standing students need to determine:

- If they are eligible for Advanced Standing
- How will Advanced Standing impact their program of study
- How will Advanced Standing affect their finances

Please note that information regarding Advanced Standing is subject to change. You should refer to the Advanced Standing information prior to submitting an application.

Advanced Standing and Continuing Education

Sheridan's Online Application for Advanced Standing is only available to post-secondary students. Students in a Continuing and Professional Studies (FCAPS) program must apply for Advanced Standing through the Faculty for Continuing and Professional Studies (FCAPS). [Click here for more information...](#)

Advancing Standing Links

- Advanced Standing Policy
- Important Considerations
- Advanced Standing Application Guide
- Advanced Standing Requirements
- Exempt Courses and Programs
- Advanced Standing and Continuing Education
- Advanced Standing and International Students
- Approved Course Equivalencies
- Minimum Grade Requirements
- Multiple Equivalencies



If you require further assistance regarding Advanced Standing contact the office of the Registrar.

You can email: pathways@sheridancollege.ca

Students can also call the Contact Centre, Monday to Thursday from 8:00am until 8:00pm, Friday from 8:00am until 4:30pm and Saturday from 9:00am until 4:00pm at one of the following numbers:

- From the Brampton calling area: 905-459-7523
- From the Hamilton calling area: 905-661-4611
- All other calling areas: 905-845-9430

Advanced Standing Main Screen

Application for Advanced Standing

Students that have successfully completed courses at another accredited post-secondary institution may be eligible to apply for Advanced Standing. Visit [myPathways](#) for detailed instructions and information regarding the online Application for Advanced Standing.

This online application for Advanced Standing will assist you to submit requests for:

- Courses from other institutions on your record that have already been evaluated;
- Courses from other institutions on your record that require evaluation;
- Courses currently not on your record that will require submitting an official transcript.

Note: The use of Advanced Standing credits is subject to the requirements of Sheridan's Graduation and Second Credential Policies. The Sheridan Graduation Policy allows you to transfer up to 75% of the required course load. Please remember that approval of Advanced Standing requests may affect your academic load status, and in turn may impact your fees and eligibility for OSAP, scholarships, bursaries and other sponsorships. #45

[VIEW PAST REQUESTS](#)

[START APPLICATION PROCESS](#)

Course Equivalencies

Apply for Advanced Standing

1 2 3 4

Add Evaluated Courses

The following courses have been evaluated as equivalent and are required for your current program. Select the courses you would like to add to your Advanced Standing Application. Prior to submitting the final application, you will have the opportunity to review and make changes to your application. # 00

Humber College

Sheridan College

Eligible Courses

Courses on Record

Term	Course	Description	Grade	⇒	Course	Description	Select
Wint 2010	COMM 313	Technical Communications 2	62	⇒	COMM 12423	Business Communication	<input type="checkbox"/>

[PREVIOUS](#)

[NEXT](#)

Electronic Transcript Grades (EDI)

Apply for Advanced Standing



Add Courses that Require Evaluation

The following courses on your record are eligible to apply for Advanced Standing and require evaluation. Select the course you would like to add to your application. A course outline will be required to complete this step. (83)

University of Toronto

Eligible Courses Courses Older than 5 Years

Courses on Record				
Term	Course	Description	Grade	Select
Wint 2009	ANT 100Y1	Intro Anthropology	62	<input type="checkbox"/>
Wint 2009	EAS 120Y1	Mod Std Japanese I	65	<input type="checkbox"/>

PREVIOUS

NEXT

Program Coordinator Dashboard



Course Equivalency Requests

Advanced Standing Requests | Previous Decisions

Advanced Standing Requests Instructions Hide Processed

Request Date	StudentID	Prog	Plan	School Name	Subject	Course #	Title	Units	Subject Area	Catalog Nbr	Description	Select	Decision	Emnt
02/14/2013		PBAHS	PBAHS	Laurentian University	PHED	410TEL	Human Development & Physical Activity	3.00 =>	PHYO	23672	Growth Dev. & Physical Act.	<input checked="" type="checkbox"/>		
02/04/2013		PBAHS	PBAHS	Memorial University	HKR	3410	Sociology of Sport	3.00 =>	SOCI	17221GD	Principles of Sociology	<input type="checkbox"/>		
02/05/2013		PBAHS	PBAHS	Queen's University	MLTH	252	Intro To Research Methods	0.50 =>	SOC3	17370GD	Applied Research Methods	<input type="checkbox"/>		

Student

Program: PBAHS BAHS Athletic Therapy
Plan: PBAHS BAHS Athletic Therapy

Incoming Course

Laurentian University
Course: PHED 410TEL Human Development & Physical Activity
Term: Winter2009 Grade: 73 Units: 3.00

Course Outline

<http://laurentian.ca/courses/detail/1343>
See uploaded file.
[Attachments](#)

Decision

Deny Reason:

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Course Equivalencies Approved

Advanced Standing Requests | Previous Decisions

Previous Decisions Fetch

Incoming Course

SchoolID:

School:

Subject:

Course Nbr:

Units:

Exemption:

Sheridan Course

Program:

Plan:

Course ID:

Subject:

Catalog Nbr:

Designation:

Request

Source:

Decision:

Rule Type:

Approver:

Request Type:

EmplID:

From Date:

To Date:

Source	EmplID	Prog	Plan	School	Subject	Course#	Course Title (Incoming)	Request Type	Subject/Catalog#	Description	Decision	Deny Re
History		PARTF	PARTF	Brock University	CLAS	1P97	Myths Of The Heroic Age		GENL ELECT	General Elective	Approved	
History		PARTF	PARTF	University of Ottawa	CLA	3723	La Mythologie Grecque		GENL ELECT	General Elective	Approved	
History		PARTF	PARTF	Wilfrid Laurier University	CS	213	Technology & Society		GENL ELECT	General Elective	Approved	
History		PARTF	PARTF	Wilfrid Laurier University	CT	226	Media In A Global World		GENL ELECT	General Elective	Approved	
History		PARTF	PARTF	Queen's University	FILM	110	Film, Culture & Communication		GENL ELECT	General Elective	Approved	
History		PARTF	PARTF	Brescia Polytechnic University	PSY	102	Introduction To Psychology I		GENL ELECT	General Elective	Approved	
History		PARTF	PARTF	Brescia Polytechnic University	THL	100	Theatre & The Cdn Identity		GENL ELECT	General Elective	Approved	
History		PARTF	PARTF	York University	FILM	2401	Film, Television And Society		GENL ELECT	General Elective	Approved	
History		PARTF	PARTF	McMaster University	SOC10L	1406	An Introduction To Sociology		GENL ELECT	General Elective	Approved	
History		PARTF	PARTF	Humber College	HUMA	036	Asia/Cult/Beliefs-Studyabroad		GENL ELECT	General Elective	Approved	
History		PARTF	PARTF	Nipissing University	GEND	2217	Gender & The Media: Themes & C		GENL ELECT	General Elective	Approved	

Transfer Credit Project Overview
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Pathways Coordinator Dashboard



Pathways Coordinator Dashboard

SEARCH RESULTS | LOGIN | USER PROFILE | HELP

TCC

- Ready to Post
- Review Request
- Review Transcript PDF

PC

- Decisions Required
- Student
- Pending Transcript

Incoming Course

OrigID

Institution

Subject

Course Nbr

Title

Source

Exemption

Sheridan Course

Program

Plan

Course ID

Subject

Catalog Nbr

Designation

Equivalency

Rule Type

Application

EventID

Status: In Review

Request Type

Decision

Deny

From Date

To Date

Post Status

Fetch

clear all filters

Bulk Action

Select All

Delete All

Status	StudentID	Sched Name	Subject	Course #	Course Title (in)	Subject	Catalog#	Course Title (Sheridan)	Program/Plan	Req. Type	Decision	Rule	Crs Source	Exemp
In Review		Mohawk College	MATH	MA570	Statistics	ARTS	16693	Rep'n Drawing and Painting 2	PBAAI	PBAAI	Core	Approved	New	edi
In Review		George Brown College	GRAF	2034	Intro. To Design Disciplines	ACCG	16971	Accounting 1	PBUME	PBUME	Core	Existing	edi	-
In Review		George Brown College	COMM	1047	Business Communication	LIFE	13574G	Bus and Personal Development	PTOTR	PTOTR	Core	Approved	New	edi
In Review		Mohawk College	ECON	ER122	Microeconomics	ECON	15269G	Micro Economics	PBANK	PBANK	Core	Existing	edi	-
In Review		Algonquin College	MAT	5957	Mathematics 2	ACCG	16971	Accounting 1	PBUSA	PBUSA	Core	Approved	New	edi
In Review		Algonquin College	MAT	5951	Mathematics 3	GENL	ELECT	General Elective	PBUSA	PBUSA	Gen-Ed	Approved	New	edi
In Review		George Brown College	PHSL	1005	Physiology Of Exercise	ARTS	20330	Interpretive Drawing	PCVAD	PCVAD	Core	Denied	New	edi
In Review		Seneca College	CLP	100	Veterinary Clinical Laboratory	HUMN	14681GD	Canadian Politics	PGASU	PGASU	Core	Approved	New	edi
In Review		George Brown College	ASD	A	a	GENL	ELECT	General Elective	PBAHR	PBAHR	Gen-Ed	Denied	New	Self-Rpt

Pathways Coordinator Dashboard

Details

Student		Program		Status	
EmplID		PTOTR	Tourism and Travel	Status	In Review
Residency	In Province	Plan	PTOTR Tourism and Travel		
Applied on	10/23/2012	App#	1	Seq#	1
		Term	1131 Winter 2013		

Incoming Course		Sheridan Course		Action	
Org ID	991005210	Course	LIFE 13574G	ID	001935
School	George Brown College	Description	Bus and Personal Development		
Course	COMM 1047	Request Type	Core		
Description	Business Communication	Equivalency	New		
Grade	B Official Grade B	Designation	GENL		
Term	Fall 2008				
Units Taken	2.00				
Source	Existing				
Exemption	Eligible less than 5 years	Decision	Approved ✔ 11/13/2012		

Course Outline	
URL	<input type="text" value="www.gbc.ca"/>
Description	<input type="text"/>
File Name	<input type="text"/>
	<input type="button" value="Update"/> <input type="button" value="Save Course Outline in Catalog"/>

History	Find	View All	First	1-3 of 3	Last	Status	User ID
Even Date/Time							
11/13/12 12:46:57PM		Request Approved				In Review	DAVOLIO
11/10/12 4:28:20PM		Sent to PC for Approval				Pending Decision	STERIEND
10/23/12 10:14:43AM		Application Created				In Review	SHERIDANS



Student Feedback



Student Response

- ✓ This is really a great asset to have on the website, many schools have a lengthy process that involves long lines
- ✓ online advanced standing is very helpful and easy to use
- ✓ Excellent service
- ✓ This was a fantastic service - was quick easy and even when I had questions someone responded to me quickly
- ✓ The Online Advance Standing application helps to expedite the processing of one's record quickly and smoothly.
- ✓ Love this new service. Very easy to use
- ✓ it was very helpful to me, it helped me save time, traveling and faster
- ✓ Each and every service is so convenient to use. They have full guide and you can access through it anytime while reading side by side
- ✓ I love you

Next Steps



1. Refine the submission process for international supporting credentials
2. Integrate the Prior Learning Assessment Recognition application process within the framework of the online Advanced Standing application to create a fully integrated Transfer Credit application
3. Introduce specific time periods for when students can submit their advanced standing requests. The recommendation is to align the advanced standing request process with each of the 3-terms and to have the service available four to six weeks prior to the start of term through to day-10
4. Phase 2 of project is now underway (January – March, 2013) that will focus on enhancing the online Advanced Standing application to support one-to-many and/or many-to-one requests

Questions & Feedback

