

## 1. Student with Transfer Credits

For this project, students with the following characteristics are to be reported:

- 1) The student has received, at minimum, a threshold credit (one course) at your institution.
- 2) The student is enrolled in a program that leads to a credential in:

College

- one year certificate or post diploma certificate
- diploma or advanced diploma
- degree

University

- undergraduate level certificate or diploma
- preliminary year
- pre-bachelor or bachelor degree

Indigenous Institute

- certificate, diploma and degree

*Note1: The "one course" threshold refers to credit awarded for a typical course irrespective of duration (e.g. one term versus one year).*

### **About the MCU's Credit Transfer (CT) Flag**

The collection of the CT flag as part of the MCU's USER/CSER data submission began in the fall term of 2015-16.

In addition to the core characteristics outlined in the above with additional limitations, the CT Flag for a student is raised only when the sending institution is one of the publicly funded post-secondary education institutions in Ontario.

Once it is raised, it should remain until the student graduate from their program.

The purpose of the MCU's CT Flag is to track intra-provincial transfer.

### **The six types of transfer credits**

<u>Credit Type</u>	<u>Source for Credit Awarded</u>	<u>Previous Institution Type</u>
CR1	Ontario transfer students with the MCU CT Flag	45 Ontario funded Colleges and Universities and the 9 Indigenous Institutes

CR2*	Ontario students with transfer credits but without the MCU CT Flag	In addition to the institutions in the above group, could also include other Ontario institutions not in the above group.
CR3	Students with transfer credit from Canadian institutions outside of Ontario	Other Canadian institutions in other provinces (colleges, universities, high schools and other institutions)
CR4	Students with transfer credit from institutions outside of Canada	Other non-Canadian institutions (colleges, universities, high schools and other institutions)
CR5	Students switching program or credential within the same institution	Your institution
CR6	Stop out students who return to (reactivate at) the same institution after hiatus**	Your institution

*\*For CR2, a typical scenario include Ontario PSE students whose transfer credits are from Ontario high school IB, AP and Dual credit courses.*

*\*\* As a default, the term 'hiatus' refers to the stop out period for a full academic year. The length of the stop out period could also be defined by the institutions.*

## 2. Agreement Record Layout

Use this template to report all the block transfer agreements, credit transfer policy and system transfer policy at your institution.

### Block Transfer Agreement

Block transfer agreements (BTA) are specific agreements signed between one or more institutions rather than a general policy pathway (POL).

#01	#02	#03	#04	#05	#06	#07	#08	#09	#10	#11	#12
Transfer Agreement ID	ONCAT Agreement ID	Agreement Start Date	Agreement End Date	Agreement Title	Sending Institution	Sending Credential	Sending Program Title	Receiving Credential	Receiving Program Title	ONCAT Funding Flag	ONCAT Project ID
ID assigned by Institution (e.g.BTA001)	#5387	2019-01-24		2+2 Business - Accounting diploma to Bachelor of Business Administration	Sault College	Diploma		DEG	Bachelor of Business Administration	N/A	N/A
ID assigned by Institution (e.g.BTA002)	#3114	2016-01-26	2020-08-01	2+2 Business Administration to Bachelor of Business Administration	College Boreal, La Cite	Diploma	Business Administration	Diploma	Bachelor of Business Administration	YES	2014-03
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### General Transfer Policy - Institution Specific (Simplified linkage to ONCAT ID)

CT Policy ID	ONCAT Agreement ID	Agreement Start Date	Agreement End Date	Agreement Title	Sending Institution	Sending Credential	Sending Program Title	Receiving Credential	Receiving Program Title	ONCAT Funding Flag	ONCAT Project ID
POL001	use generic ID (POL001)	2011-05-01		General Transfer Policy (College Diploma, Advanced Diploma to Honours Bachelor of Arts)	Any Colleges	Diploma, Advanced Diploma	Any College Program in the eligible credentials	DEG	Honours Bachelor of Arts	N/A	N/A
POL002	use generic ID (POL002)	2011-05-01		General Transfer Policy (Advanced Diploma to Honours Bachelor of Science)	Any Colleges	Advanced Diploma, Certificate	Any College Program in the eligible credentials	DEG	Honours Bachelor of Science	N/A	N/A

System Transfer Policy - all Colleges (Simplified linkage to ONCAT ID)

CT System Policy ID	ONCAT Agreement ID	Agreement Start Date	Agreement End Date	Agreement Title	Sending Institution	Sending Credential	Sending Program Title	Receiving Credential	Receiving Program Title	ONCAT Funding Flag	ONCAT Project ID
POL001S	use generic ID (HoB)	2014-11-24		Ontario College Head of Business Agreement (Accounting, Business/Business Administration, Human Resources, Marketing)	Any Colleges	Diploma, Advanced Diploma	Any College Diploma, Advanced Diploma Program (Business/Business Administration, Accounting, Human Resources, Marketing)	Diploma, Advanced Diploma	Corresponding College Diploma, Advanced Diploma Program (Business/Business Administration, Accounting, Human Resources, Marketing)	YES	2014-03
POL002S	use generic ID (HoCS)	2015-10-08		Ontario College Head of Community Services Agreement	Any Colleges	Diploma, Advanced Diploma	Any College Diploma Program in (Police Foundations, ECE, SSW, Child Study)	Diploma	Corresponding College Diploma Program in (Police Foundations, ECE, SSW, Child Study)	YES	2015-nn
POL003S	use generic ID (Pre-Tech)	2018-09-01		Ontario College Pre-Tech Agreement	Any Colleges	Certificate	Any Pre-tech programs	Diploma, Advanced Diploma	Any Engineering Technology Program (Diploma, Advanced Diploma)	YES	2016-22







## 4. Data Element Definition

### Data Element - Agreement Record

Primary Key	Field Id	Block Transfer Agreement	Description	Note
PK	#01	Block Transfer Agreement ID	The ID assigned to an agreement that defines the terms and conditions that enables students to enter the receiving institution at an advanced level based on recognized equivalence to a defined set of completed courses or program academic work at the sending institution.	Institution's Agreement ID. See #2 ONCAT Agreement Id.
	#02	ONCAT Agreement ID	For the Block Transfer Agreement previously entered into ONTransfer.ca, please indicate the ONCAT ID assigned for this agreement	ONCAT agreement ID - for signed agreements posted on ONTransfer.ca Use generic ID - for admission type transfer policy or system transfer policy such as Head of Business 'Not Available' - for agreements not posted on ONTransfer.ca
	#03	Agreement Start Date	The start date for the terms and conditions defined in the block transfer agreement to be in effect.	e.g. 2011.05.01
	#04	Agreement End Date	The end date for the terms and conditions defined in the block transfer agreement.	e.g. 2020.08.01
	#05	Agreement Title	The title of the Block Transfer Agreement	



	#06	Sending Institution	The postsecondary education institution in a transfer agreement where the previous course / program work was completed	List all applicable sending institutions. For unspecific sending institutions, specify: 'Any Colleges' - for all colleges offering the sending programs 'Any Universities' - for all universities offering the sending programs 'Any Indigenous Institutes' - for all Indigenous Institutes offering the sending programs
	#07	Sending Credential	Credential is an official document recognizing completion of a program or course of study at the postsecondary level. For the purpose of this project, applicable credentials include certificates, diplomas, advanced diplomas, graduate certificates, and bachelor's degrees (could be 3 year or 4 year). Certificates of Apprenticeship, post graduate certificates, masters and doctoral degrees are not applicable.	List all the applicable Credential(s)
	#08	Sending Program Title	The name of the postsecondary education program at the sending college or university	List all the applicable program(s). For unspecific program, specify: 'Any College Program' - if applicable to any college program 'Any University Program' - if applicable to any university program 'Any Indigenous Institute Program' - if applicable to any Indigenous Institute program
	#09	Receiving Credential	See #05 Sending Credential. This field refers to the applicable credential for the postsecondary programs at the receiving institution.	List all the applicable Credential(s)

	#10	Receiving Program Title	The name of the postsecondary education program at the receiving college or university	List all the applicable program(s). For unspecific program, specify: 'Any College Program' - if applicable to any college program 'Any University Program' - if applicable to any university program 'Any Indigenous Institute Program' - if applicable to any Indigenous Institute program
	#11	ONCAT Funding Flag	An indicator for whether the development of the Block Transfer Agreement is funded by ONCAT.	YES - funded by ONCAT No - Not funded by ONCAT NA - Funding status not tracked
	#12	ONCAT Project ID	See #10. If the development of this Block Transfer Agreement is funded by ONCAT, include the project ID that provides the funding.	ONCAT project id - for agreement funded by ONCAT NA - for agreements not funded by ONCAT or the funding status is not tracked

**Data Element - Student Record**

	Field Id	Transfer Student Profile	Description	Valid Value or Example
PK	#01	Reporting Year	This field is aligned with the USER, CSER and PSIS reporting cycles which generally run from the Spring/Summer semester through to the end of the following Winter semester.	e.g. 2015/16
PK	#02		The anonymized identifier for the transfer student in this postsecondary institution. Use the same number for the same student from year to year.	A 9 digit alpha-numeric

	#03	Transfer Pathway Id	The pathway ID for the transfer agreement or transfer policy that describes the pathway the student had traversed from the sending institution to the current institution. The pathway can be a formal Block Transfer Agreement with another institutions or a general credit transfer policy or a college wide system policy. Refer to Excel sheet '2. Agreement Record Layout' for more detail.	For students with credits awarded based on the transfer agreements or transfer policy, use the corresponding ID for the transfer agreement or transfer policy. Otherwise , use 'ZZZ'.
	#04	Credit Type	Credits awarded to the student for academic work completed prior to the current program.	CR1 - Ontario transfer students with CT Flag CR2 - Ontario PSE students with transfer credits but without CT Flag CR3 - Transfer students from Canadian PSI outside of Ontario CR4 - Transfer students from international PSI CR5 - Students switching program/credential at same institution CR6 - Stop out students who return to same institution after hiatus
	#05	Previous Institution	The previous institution attended where course / program work has been transferred into current institution. If there are multiple prior institutions at time of admission, use the most recent institution attended.  * For direct entry students, please report the high school the student attended that formed the basis of admission.	e.g. Sault College

	#05b	Previous Institution Type	Indicator for the type of the previous institution attended as defined in the Data Element #05 Previous Institution.	<p><u>For institutions in Ontario</u>  'ON-C' - Ontario college  'ON-U' - Ontario university  'ON-I' - Ontario Indigenous Institute  'ON-HS' - Ontario High School</p> <p><u>For institutions in Canada outside of Ontario</u>  'CAN-NON-C' - Canadian college outside of Ontario  'CAN-NON-U' - Canadian university outside of Ontario  'CAN-NON-I' - Canadian Indigenous Institute outside of Ontario  'CAN-NON-HS' - Canadian High School outside of Ontario</p> <p><u>For institutions outside of Canada</u>  'OTH-PSE' - Other post-secondary education institution  'OTH-HS' - Other High School</p> <p><u>Other</u>  'OTH-O' - Other institution not in the above list</p>
	#06	Multiple Previous Institution Count	Indicator for students attended multiple institutions previously.	<p>Most students would have a value of 1. Use 2, 3, 4 etc. to indicate the number of previous institutions attended.</p> <p>In the case of student pursued multiple credentials (and/or multiple programs) at the same sending institution, count it as 1.</p>
	#07	Previous Credential	The credential most recently pursued prior to transfer into the current institution and program.	<p>Eligible credentials include:  For college - Diploma (DIP), Advanced Diploma (A-DIP), College Certificate (CERT), 4 Year Degree (DEG - 4YR)  For university - 3 Year Degree (DEG-3YR), 4 year Degree (DEG-4YR), Degree - Other (DEG-OTH)  For Indigenous Institute - Certificate (CERT), Diploma (DIP), Degree (DEG)</p>

#08	Previous Program	The most recent program pursued prior to transfer into current institution and program.	Use the program title on the transcript.
#09	Previous Program Code	The program code for the most recent program pursued prior to transfer into current institution and program. See Data Element #08 'Previous Program'.	For college and university programs, use the institution's Program Code, also provide the Statistics Canada CIP code if available.
#10	Level of Completion of Previous Credential	The status of completion of the previous credential pursued prior to transfer into current institution and program. See Data Element #07 'Previous Credential'.	Partial - did not complete the previous credential Completed - completed the previous credential
#11	Cumulative Transfer Credits Awarded	The total number of credits awarded for academic courses/program work completed prior to transfer into current institution and program.	Please use the unit of measurement at your institution. Please provide a cross walk table for translating credits from other institutions.
#12	Admitted Grade Point Average	A number representing the average value of the accumulated final grades earned for courses/program completed prior to being admitted into the current institution. The Admitted GPA is often a criteria used to determine eligibility for entrance into the institution and program.	Please use the GPA scale at your institution. Please provide a cross walk table for translating GPA from other institutions.
#13	Admitted Credential	The credential for the program being admitted to after transfer to the current institution.	Eligible credentials include: For college - Diploma (DIP), Advanced Diploma (A-DIP), College Certificate (CERT), 4 Year Degree (DEG - 4YR) For university - 3 Year Degree (DEG-3YR), 4 year Degree (DEG-4YR), Degree - Other (DEG-OTH) For Indigenpus Institute - Certificate (CERT), Diploma (DIP), Degree (DEG)
#14	Admitted Program	The program being admitted to after transfer to the current institution.	For a degree program, use the combination of qualification sought and institution program title (e.g. Bachelor of Arts in Economics) For other non degree program, use the institution program title.

	#15	Admitted Program Code	The program code for the program being admitted to after transfer to the current institution.	For all programs, use the institution's Program Code assigned, and provide the Statistics Canada CIP code if available. For a degree program, also provide the qualification code e.g. BA.ECON.
	#16	Admitted Year	The year in which the student was admitted to at the current institution. See #01 for Reporting Year.	e.g. 2013/14
	#17	Admitted Semester	The semester in which the student was admitted to the current institution.	Fall - Fall term Winter - Winter term Spring/Summer - Spring or Summer term
	#18	Registration Status (Simplified)	The type of activity (part-time vs full-time) in which the student is enrolled in for the current academic term. The list of available value is simplified based on those defined for UESR and CSER.	10 - Full-time 20 - Part-time
	#19	Current Grade Point Average	A number representing the average value of the accumulated final grades earned for courses completed for the current program.	Please use the GPA scale at your institution. Please provide a supplementary document for the GPA scale at your institution.
	#20	Current Credential	The credential for the current program being pursued after transfer to the current institution.	Eligible credentials include: For college - Diploma (DIP), Advanced Diploma (A-DIP), College Certificate (CERT), 4 Year Degree (DEG - 4YR) For university - 3 Year Degree (DEG-3YR), 4 year Degree (DEG-4YR), Degree - Other (DEG-OTH) For Indigenus Institute - Certificate (CERT), Diploma (DIP), Degree (DEG)
	#21	Current Program	The current program being pursued after transfer to the current institution.	For a degree program, use the combination of qualification sought and institution program title (e.g. Bachelor of Arts in Economics) For other non degree program, use the institution program title.

	#22	Current Program Code	The program code for the current program being pursued after transfer to the current institution.	For all programs, use the institution's Program Code assigned, and provide the Statistics Canada CIP code if available. For a degree program, also provide the qualification code e.g. BA.ECON.
	#23	Current Credits Earned at Your Institution	The total number of credits earned for academic course work completed for the current program.	Please use the unit of measurement at your institution.
	#24	Gender	Student's declared gender	1 - Male 2 - Female 3 - Another Gender Identity
	#25	Birth Year	Student's birth year	e.g. 1990
	#26	Immigration Status	The student's status in Canada, in particular their immigration status for the reported term. The list of available value is based on those defined for OCAS and/or OUAC.	0 - Canadian Citizen 1 - Permanent resident (Landed Immigrant) 2 - Study Permit 3 - Diplomatic 4 - Convention Refugee (Protected Person) 5 - Visitor 6 - No Status
	#27	FSA of Permanent Address	The first three characters (Forward Sortation Area) in the Canadian postal code of the permanent address reported by the student on their application for admission.	e.g. M5G
	#28	Mother Tongue	The language first spoken by the student and still understood based on the Statistics Canada PSIS code.	Consult the PSIS code book for the different values. Some example codes include: '001' - English '002' - French '060' - Chinese '123' - Other Languages, n.i.e. '999' - Unknown
	#29	First Generation PSE	A student whose parents had not themselves attended postsecondary education.	'Y' - Yes 'N' - No

	#30	Indigenous Indicator	A student who has self-identified as Indigenous (Status or Non-Status First Nation, Métis and/or Inuit)	'Y' - Yes 'N' - No
	#35	Graduation Date	The date (Year and Month) the student received the degree, diploma or certificate for completing the program.	e.g. 2018.06
	#36	Credit Transfer Flag	Students would report "Yes" if they were granted, at any point during their pursuit of a program of study at the current institution, at least one credit (i.e. a minimum of one course) toward the completion of their first entry-level non-professional program of study for work completed at another Ontario publicly-assisted PSE institutions.	1 - Yes 2 - No