

Advanced Standing Policy

- **Policy ID:** TBD
- **Approved by:** Associate Dean
- **Executive(s) Responsible:** Vice President – Academics
- **Administrator(s) Responsible:** Academics
- **Revision Date:** October 2024
- **Effective Date:** March 2022
- **Next Review Date:** October 2026

Background & Scope

Toronto School of Management (TSOM) believes that previous education and/or experiential learning can provide an equivalent to one or more courses of program curricula. TSOM also recognizes that courses delivered within the institution may lead to essentially the same learning outcomes.

Therefore, TSOM will grant credit, when warranted, for a student's internal and external education, when applicable and consistent with the learning outcomes and education standards of TSOM's courses and programs, to enable students to complete their programs in a timely manner. However, prospective students who are eligible to apply for internal or external advanced standing must do so and receive approval prior to their program start date.

Purpose of the Policy

This policy documents the process for internal and external advanced standing applications and subsequent steps for those who are approved.

Policy Statement

1. External Advanced Standing

1.1 External advanced standing refers to credits granted to students for courses successfully completed at other recognized post-secondary institutions that are deemed equivalent to courses at TSOM. Recognized post-secondary institutions must be accredited and located in Canada or in the United States of America.

1.2 New external applicants who have completed courses at other accredited institutions (only valid for credentials from Canadian/US institutions) may be eligible to apply for Advanced Standing.

1.3 Advanced standing will be granted (prior to the program start date) to successful applicants who provided official transcripts and related program/course documentation and/or demonstrated prior learning achievements which are equivalent to the learning outcomes in one or more levels of a prescribed curriculum.

1.4 Transfer of academic credit will be recognized in the form of a course exemption added to the student record.

1.5 Exemptions will be given a designation of "EX" on the transcript and as such, they will not be used to calculate the Grade Point Average.

1.6 Past transcripts, program/course information, and/or an evaluation of prior learning will be required.

1.7 Based on the review/evaluation, a modified program of study will be prescribed identifying the entry point within the program and the courses that must be successfully completed to graduate.

1.8 Academics reserves the right to refuse any requests that are incomplete or contains insufficient information.

1.9 Credits will not be considered transferable if they were completed more than five years prior to the term of admission.

1.10 A maximum of 25% of total credits may be eligible for advanced standing, or Prior Learning Assessment and Recognition (PLAR).

2. Application for External Advanced Standing Procedure

2.1 Prospective students must request a formal review of previous learning when applying for admission.

2.2 The following documents must be submitted:

- i) Official academic transcript(s) sent directly to Toronto School of Management from the institution(s); courses in progress will not be considered;
- ii) Course outlines, which must include the course title, description, learning objectives, topics covered, evaluation scheme(s), etc. Outlines should reflect the academic year in which the course was successfully completed, i.e., the same academic year; and
- iii) Relevant diploma(s) or certificate(s).

3. Internal Advanced Standing (Block Transfer Credits)

3.1 Students who have completed a program at TSOM and who wish to pursue a second may apply for block transfer credits in order to help meet the requirements of their new program provided that the amount of time between completion of the previous course in question and beginning the new course is no more than five years.

3.2 Transfer of academic credit will be recognized in the form of a course exemption added to the student record.

3.3 Exemptions will be given a designation of "EX" on the transcript and as such, they will not be used to calculate the Grade Point Average.

3.4 Students must be granted transfer of academic credit prior to the program start date.

3.5 Wherever possible, block credit transfers are automatically awarded for any program change requests made by the students while enrolled in a program of study.

3.6 Upon receipt of the Transfer Credit Application, the assessment and processing may take up to 15 days depending on the complexity of review and volume of requests for that period of study.

3.7 Academics reserves the right to refuse any requests that are incomplete or contain insufficient information.

3.8 Students can transfer up to 50% of credits toward the new program of study.

3.9 Internal (block) transfer credits are reviewed and awarded based on the following factors:

- i) Students must have completed the course(s) with a minimum of 60%;
- ii) Students must have completed a Program Change Request application (only applicable to students changing programs); and
- iii) Students must not have any outstanding balances from previous programs.

4. Application for Internal Advanced Standing Procedure

4.1 Applicants are to request transfer of academic credit (earned at TSOM) when applying for admission.

4.2 Applicants are required to submit their official TSOM transcript and credential.

4.3 Students will have the same start and end dates as the rest of their cohort unless there are transfer credits, in which case they will receive a customized education plan.

4.4 Students will be notified of the approved transfer credit(s) and receive their academic plan from the Academic Manager.

4.5 Students requesting a program change while enrolled in a program of study will have any block credit transfers automatically processed if they are in the database of programs with similar courses.

5. Review and Approval of Advanced Standing Applications

5.1 A panel, which will include the Academic Manager and instructors with appropriate expertise in the subject matter, will assess the applicant's documents and/or learning achievements for external advanced standing applications; internal advanced standing applicants are not required to submit a copy of their TSOM diploma and/or transcripts.

5.2 Based on the assessment, the panel will determine the appropriate entry level and courses from which the applicant will be exempt.

5.3 The panel will design a modified education plan identifying the courses required to complete the program in question.

5.4 The Academic Manager will forward the modified education plan to the Admissions Team for application in the Student Portal. Admissions will issue new/updated applicable documents, including an adjusted payment schedule indicating the new program price and a new LOA accompanied by a contract amendment.

5.5 Provided that all admissions requirements are met, Academics will notify the Registrar's Office, who will proceed with applying the Advanced Standing status.

5.6 Upon eligibility, applicants may receive a new tuition calculation, a discount, and installments may be rebalanced based on the courses for which they have credit.

Definition

Advanced Standing:

credit(s) granted to students for experiential learning and/or courses taken at other recognized post-secondary institutions that are deemed equivalent to courses at TSOM.

It is also known as PLAR (Prior Learning Assessment and Recognition).

Related Legislation

a. Personal Information Protection and Electronic Documents Act (PIPEDA)

Related Policies

Policy Name	Policy Number
Academic Integrity Policy	TBD
Academic Progression Policy	TBD
Program Change Policy	TBD
Statement of Students' Rights and Responsibilities	TBD
Student Code of Conduct	

Document History

Date	Approval/Review/Key Change(s)
October 2024	Section 2 (Avoiding Academic Dishonesty) revised; rebranding and staff/governance changes.
June-July 2023	Revised and reformatted into the AODA-friendly GUS policy template; combined with former Cheating and Plagiarism Policy; addition of definitions and AI section.