

# Block Credit Transfer Policy

- **Policy ID:** TBD
- **Approved by:** Associate Dean
- **Executive(s) Responsible:** Associate Dean
- **Administrator(s) Responsible:** Academics
- **Revision Date:** September 2024
- **Effective Date:** July 2023
- **Next Review Date:** September 2026

## Background & Scope

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Block credit transfer occurs when a group of courses, often within a certificate or diploma program, is recognized for transfer credit. TSOM recognizes that courses delivered within the institution may lead to essentially the same learning outcomes. Assigning an exemption status to courses allows students to receive a transfer of (internal) academic credit for identical or equivalent courses when entering another program of study.

Therefore, TSOM will grant credit, where warranted, for a student's demonstrated knowledge and skill that is consistent with the learning outcomes and education standards of TSOM's courses and programs.

## Purpose of the Policy

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This policy documents the process used by TSOM to permit students to transfer internal academic credits for identical or equivalent courses when entering another program of study.

## Policy Statement

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### 1. Block Transfer Credits

1.1 Enrolled students can use the block transfer credits they have earned at TSOM to meet the requirements of their new programs 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.

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

1.3 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.

1.4 Students must request the transfer of academic credit prior to beginning their program.

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

1.6 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.

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

1.8 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; and
- iii. Students must not have any outstanding balances from previous programs.

## 2. Procedure

2.1 Applicants request transfer of academic credit when applying for admission.

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

2.3 Block Credit Transfers are automatically processed if they are in the database of programs that have similar courses.

2.4 A new and approved customized academic plan will be provided by the Academic Manager of the student's program with the same start and end dates of all other students; those with block credit transfers need to follow the same start and end dates of all other students in the same program intake.

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

2.6 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.

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## Related Policies

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

## Document History

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Date	Approval/Review/Key Change(s)
September 2024	Rebranding and staff/governance changes.
July 2023	Creation and approval.