

2.5.8 Transfer Credit (As a Sending Institution)

POLICY

College of the Rockies (the College) is a strong supporter of the articulation and transfer of courses and programs between institutions. The academic integrity of College courses and programs is protected and preserved by well-defined transfer arrangements. The guidelines outlined in this policy help ensure a standardized approach to the transfer of College courses and programs to other institutions.

PURPOSE

Transfer credit increases student mobility within the post-secondary education system. This policy supports the process of requesting recognition of the College's credit courses by other institutions.

The Articulation Officer reports to Education Council and the Board on all articulation matters.

SCOPE

This policy is limited to transfer credit from College courses and programs to receiving institutions. Note to students: for transfer credit *to* College of the Rockies, refer to policy 2.5.6 Transfer Credit (as a receiving institution).

The College requests transfer credit for our programs and courses from our partner institutions and from other Canadian post-secondary institutions with similar courses or programs. As Canada does not have an accrediting body, the College considers the following institutions as acceptable Canadian post-secondary institutions:

1. Institutions that hold membership in the Association of Universities and Colleges of Canada (AUCC);
2. Institutions that are members of the BC transfer system through BCCAT, the Alberta transfer system through ACAT, or other provincial transfer systems that are members of the Pan-Canadian Consortium on Admissions and Transfer (PCCAT);
3. International institutions considered accredited or recognized in their countries, as determined by accreditation reference materials;
4. Any institution or organization that does not meet the above criteria but which the Dean approves for recognition.

DEFINITIONS

ACAT: Alberta Council on Admissions and Transfer

Assigned credit: Credit for an equivalent course at the receiving institution

BCCAT: BC Council on Admissions and Transfer

Block transfer: Recognition of a group of courses, often in the form of a certificate or diploma, for transfer credit

Cross-listed courses: A course that is listed under two or more distinct course numbers (disciplines)

No credit: Credit will not be awarded for a course submitted for transfer credit

Receiving institution: A post-secondary institution that grants credit for College of the Rockies courses.

TCES: Transfer Credit Evaluation System at BCCAT

Transfer credit: The granting of credit by one institution for courses or programs successfully completed at another institution or agency

Unassigned credit: A course without a specific equivalent at the receiving institution may receive unassigned credit within a particular College discipline (e.g. BIOL 1XX), or as program unassigned credit (e.g. HUMN 1XX)

GUIDELINES

These guidelines apply to the articulation of courses submitted to receiving institutions by the Articulation Officer.

A. Course by Course Transfer

- A. 1 New course outlines are submitted to either BCCAT TCES for BC institutions or the Alberta Council on Admissions and Transfer (ACAT) for Alberta institutions.
- A. 2 The receiving institution determines transferability, number of credits the course receives, and whether to award assigned, unassigned, or no credit. The transfer information is posted on the applicable provincial database.
- A. 3 Each cross-listed course is sent to the receiving institution with a comment indicating the discipline name of the other cross-listed course (e.g. the comment on PSYC 265 would be: PSYC 265 is cross-listed with RELS 265; and, the comment on RELS 265 would be: RELS 265 is cross-listed with PSYC 265).
- A. 4 Re-Articulation Process:
Courses are resent to the receiving institution:
 - If there is substantive change to the course content, subject matter, objectives, or outcomes;
 - If there is substantive change to assessment criteria or evaluation methods that are integral to the articulation of the course;
 - If there are changes to the number of credits assigned to the course, or the number of contact hours;
 - When the course code or course title has changed;When the course review by receiving institutions exceeds ten (10) years.

B. Block Transfers

B. 1 Block transfers will typically involve certificate and diploma programs from the College, but may also involve smaller blocks or clusters of courses or credits. The following guidelines will apply:

B. 1. 1 The amount of block credit assigned will depend upon the length of the program.

B. 1. 2 The receiving Institution determines the number of credits it will accept as a block transfer. The College and receiving institution then develop a block transfer agreement. The following are examples of block transfer models:

- Block transfer (2 + 2 model or the 30 to 60 credit guarantee model)
- Block transfer with added requirements (bridging model)
- Block transfer with limited course credit acceptance
- Block transfer with specific course selection (descriptive pathway)
- Block transfer with individual assessment
- Course by course agreement

C. Timelines

C. 1 Receiving institutions have one year to award or deny transfer credit through the BCCAT system. After one year, the Articulation Officer resends the course through TCES system.

C. 2 Block transfer agreements are active for a term as outlined within the agreements.

D. Students Transferring to Other Institutions

D. 1 The credit transfer system does not verify admission requirements. Students are responsible for ensuring that they meet the specific admission requirements for a program at the receiving institution.

D. 2 Students are responsible to be aware of transfer credit policies prior to registration for courses if they plan to transfer to other institutions.

E. General Articulation Information

E. 1 The College maintains a transfer website that lists both sending and receiving articulation agreements.

E. 2 Course by course transfers can be found for BC institutions on the BC Transfer Guide website.

E. 3 Instructors can implement transfer credit best practices in the classroom (see Appendix A).

F. Accountability

F. 1 For inquiries related to this policy please contact the Dean of Articulation.

APPENDICES

Appendix A: In the Classroom

To avoid student disappointment when their transfer credit expectations have not been met, the College encourages instructors to implement the following best practices:

- Include the URL - www.bctransferguide.ca/ in course syllabus distributed in class;
- Encourage students to check the receiving institution to determine whether, or how, a specific course will meet program requirements;
- Encourage students to keep the course outlines from the year they took the course, as these documents may be requested by the receiving institution if the student initiates a transfer request; and
- Suggest that students read the How Transfer Works and Frequently Asked Questions pages on the BC Transfer Guide website (www.bctransferguide.ca/).

How to Articulate Handbook- 2013 Edition (BCCAT Resource)