

Title of Policy	Transfer Credit (as a Receiving Institution)
Policy Number	2.5.6
Category	Student Affairs
Approval Body	Education Council and Board of Governors
Policy Sponsor	Vice President Academic and Applied Research
Operational Lead	Registrar
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CONTEXT AND PURPOSE

College of the Rockies (the College) supports student mobility as a receiving institution by articulating courses and programs taken elsewhere with their equivalents at the College. The College provides students with transfer credit based on this articulation process. The guidelines in this policy help ensure a standardized evaluation of articulation requests. Transfer credit recognized by the College will be acknowledged on a student's official transcript.

Transfer credit increases student mobility between post-secondary institutions. This policy supports the process of granting College transfer credit for courses taken at other institutions. Under section 25 (1) (a) (i) (ii) of the College and Institute Act, the Board of Governors and the Education Council have joint responsibility for the approval of course or program transfer credit (internal and external).

This policy outlines responsibilities and limitations for articulation requests to determine course and program (block) equivalencies. Education Council and the Board confirm equivalencies determined through this policy and documented by the Articulation Officer's reports on all articulation matters.

SCOPE

This policy covers all transfer credit evaluated and granted by the College.

DEFINITIONS

Admitted Applicants: Applicants who have met the program admission requirements and received an admissions letter offering them a seat. Admitted applicants are referred to as students in this policy.

Advanced Placement: Advanced placement courses are introductory post-secondary courses offered to high school students. Credit recognition is conditional on AP exam scores. See section K below.

Articulation: The evaluation of academic equivalency.

Assigned Credit: Transfer credit for a specific College course by course number (e.g., BIOL 101).

Block Transfer: Recognition of a collection of courses from the sending institution as a defined number of transfer credits at the receiving institution. Block transfer is often based on a certificate or diploma program. Transfer credit may be awarded as either total credits or as individual course credits, and as either assigned credits or unassigned credits. The block transfer may identify deficiencies, which are courses to be taken after transfer to the receiving institution.

Content Expert: Qualified faculty member in a subject area.

Curriculum Standing Committee (CSC): Subcommittee of Education Council. Responsible for reviewing and recommending curriculum for approval by Education Council.

Education Council (EdCo): Is a representative body of the College, roughly similar to a university Senate.

Exemption: Exemption from a program requirement may be granted by the Registrar if a student can show successful completion of work of the same level and scope as defined by the course's learning outcomes (e.g., BIOL 1XX exempts BIOL 101).

Notarized: A document that has been validated by an external body. A notarized document will be marked with a stamp or seal. Translated transcripts are generally notarized.

Prior Learning Assessment and Recognition (PLAR): Also called Flexible Assessment. A structured method of assessing a student's prior learning or experience to award formal credit.

Program Dean: The Dean who heads the program from which a student's transfer credits may derive.

Residency Requirement: To receive a college credential, at least twenty-five (25) percent of a post-secondary program must be completed at the College. The residency requirement for a BC Adult Graduation Diploma is at least one upgrading course completed at the College. See policy 2.4.1 *Credential Framework*, section B.

Receiving Institution: The post-secondary institution that grants credit for courses taken elsewhere.

Sending Institution: The post-secondary institution where the course is taken.

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

Unassigned Credit: Transfer credit for a course that does not have an equivalent at the College. Unassigned credit may be recorded within a particular College discipline (e.g., BIOL 1XX) or as program unassigned credit (e.g., HUMN 1XX). Unassigned credit is limited to courses taught at the same levels and disciplines as a college program; for instance, the College does not evaluate 400-level courses in programs where it has no 400-level courses.

College of the Rockies reserves the right to enlarge or restrict the use of unassigned credit in fulfilling the requirements of specific credentials.

POLICY STATEMENTS

These guidelines apply to the articulation of courses submitted to the College by an admitted College of the Rockies applicant, a College of the Rockies student, another British Columbia institution, or an institution outside the province of British Columbia.

Note: Transfer credit will only be evaluated after a student has been accepted into a program and is able to determine the eligible transfer credits.

A. RECOGNITION OF INSTITUTIONS FOR TRANSFER CREDIT

The College recognizes the following types of institutions for the purpose of awarding transfer credit:

1. Canadian public post-secondary institutions
 2. Institutions that hold membership in the Association of Universities and Colleges of Canada (AUCC)
 3. 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)
 4. International institutions considered accredited or recognized in their countries, as determined by accreditation reference materials
 5. The Advanced Placement Program
 6. The International Baccalaureate Diploma Program
 7. Any institution that does not meet the above criteria but which the Registrar approves for recognition.
- B.** The College reserves the right to refuse students registration in a course for which a pending application for transfer course is a prerequisite (e.g., student wants to register for BIOL 102 but has a pending transfer credit application for BIOL 101).
- C.** The grade appearing on the College transcript will be the same grade achieved at the transferring institution. When a percentage grade is given, the percentage mark will be converted to the College's grade scale.
- D.** The minimum letter grade required of a student to obtain transfer credit is sixty percent (60%) or a C letter grade as defined by the sending institution.

It is important to note that:

- A grade of 60% or higher is normally required for courses intended to be used to satisfy prerequisites.
 - Some programs may require a course grade of 60% or higher for every course to be counted towards a specific credential.
- E.** Transfer credit courses will not be included in the College Grade Point Average (GPA) calculations.
- F.** The granting of credit for a transfer course does not guarantee that the transfer course will meet a particular program requirement.

- G. Transfer credit granted in a degree program is limited and may not normally be applied to the final 15 credits of a program. Exceptions to this guideline require the approval of the Program Dean or the content experts concerned.
- H. The College residency requirement is that at least 25 percent of program credits in a certificate, diploma, or degree must be completed at the College. Up to 75% of program credits may consist of a combination of transfer credit and Prior Learning Assessment and Recognition (PLAR).
- I. Normally, there is no time limit on the transfer of courses. However, in some subject areas and for some programs, courses taken seven or more years before the request for transfer credit are not automatically granted transfer credit. Currency of the courses that are older than 6 years will be considered and processed on an individual basis.

J. BLOCK TRANSFERS

Block Transfers will typically involve certificate and diploma programs from the sending institutions but may also involve smaller blocks or clusters of courses or credits. The following guidelines will apply:

- J. 1 The amount of block credit assigned will depend upon the length of the program. For each period of study equivalent to two semesters of full-time study at the College, programs may receive a block of up to 30 credits. The total number of credits assigned will not exceed the number of credits granted at the sending institution.
- J. 2 A student granted block credit can request course assessment for individual courses within the program. If individual course credit is granted, individual courses will be listed separately (thereby reducing the total number of credits recorded as 'block' credit).
- J. 3 A student who has completed a program with less than a 2.0 GPA or equivalent may request individual course assessment.
- J. 4 Block transfer credit is usually general unassigned credit (e.g., KNES BLOCK) but may be unassigned credit within a discipline (e.g., BIOL 1XX) when requested by the department head or delegate for the discipline.
- J. 5 Lower-level credits (e.g., BIOL 1XX) are given for programs/courses the College classifies as undergraduate programs/courses. Vocational block credit (e.g., articulation HCA-Block) is given for programs that are non-academic and prepare for a vocation.
- J. 6 If a program plans a change to its curriculum that will affect the requirements for transfer credit, the department shall inform the members of CSC.

K. RECOGNITION OF ADVANCED PLACEMENT

College of the Rockies recognizes the educational value of the Advanced Placement (AP) Program taken by students at the secondary school level.

L. TIMELINESS OF THE EVALUATION PROCESS

In order to facilitate student admission, registration and program planning, the College endeavors to ensure timely evaluation of transfer credit.

The College content experts and staff endorse the following time limits:

- Within six weeks of receipt of all the required documentation, content experts will review course outlines and grant/deny the request for transfer credit.

M. TRANSFER CREDIT APPEAL

M. 1 A student who does not agree with the transfer credit decision may appeal the decision. Please refer to the *2.5.7 Transfer Credit Appeal Process* policy.

M. 2 The decision of the Transfer of Credit Appeal Committee is final.

N. EXEMPTIONS

In certain cases, in addition to receiving transfer credit for a course, a student may be granted a departmental exemption from taking a certain similar course or courses. Where an exemption has been authorized, a similar course that was previously taken by a student would be used as a substitute for the required course. This course exemption is recorded on the student's *Exemptions and Override* screen on the College's student information system (Colleague) and will display on the student's *Academic Evaluation* for the program they are enrolled in.

Disclaimer: Recognition by the College of studies completed at a previous institution does not imply, or in any way guarantee that the transfer credits will be recognized by a future institution.

O. ACCOUNTABILITY

For inquiries related to this policy please contact the Office of the Registrar.

RELATED POLICIES AND SUPPORTING DOCUMENTS

2.5.6 Transfer Credit (as a Receiving Institution) – Procedures

[2.5.7 Transfer Credit Appeal Policy and TCA Committee TOR](#)

[2.4.1 Credential Framework](#)

[BCCAT Website](#)