

Title of Policy	Transfer Credit (as a Receiving Institution)
Policy Number	2.5.6
Effective Date	June 2022

## GUIDELINES/STEPS

### A. TRANSFER CREDIT PROCESS (SEEKING EQUIVALENCY)

- A. 1 A student, or an institution, seeking transfer credit should be prepared to provide a detailed course outline from the year the course was taken. The course outline should include the following: name of institution, course name, course number, length of instructional period, hours per week, method of instruction (lecture, lab, seminar, etc.), objectives or learning outcomes and content of the course, texts and required readings, and evaluation criteria. Course descriptions from college/university calendars are not sufficient.
- A. 2 Students applying for transfer credit must submit an official transcript directly from the issuing institution or deliver it by hand in the original envelope on which the seal has not been broken. All documents submitted, unless considered irreplaceable, become the property of the College of the Rockies (the College).
- A. 3 Official transcripts and course outlines written in a language other than English must be translated to English prior to submitting them for transfer credit evaluation. Translated documents must be notarized.
- A. 4 Students applying for transfer credit are required to complete and submit the *Application for Transfer Credit* form along with all supporting documents (including an official transcript). Completed applications can be submitted to the College electronically, by mail, or by fax.
- A. 5 Students applying to take courses at other institutions for credit toward a credential offered through the College must obtain a *Letter of Permission* from the Registrar. The *Letter of Permission Request* form is available from Enrolment Services.

**Note:** A student who has a transfer of credit application *pending* for a required course is recommended to enroll in the required course, pay and attend the class. If the transfer of credit application is approved, the tuition and student fees will be fully refunded for the transfer course. Students will not be reimbursed for books or supplies that they have purchased for a pending transfer course.

**B. TRANSFER CREDIT ARTICULATION (FACULTY DETERMINING EQUIVALENCY)**

- B. 1 Departments shall employ the widest possible latitude in recommending transfer approval while respecting the academic integrity of College courses and programs.
- B. 2 In order to receive unassigned credit, it is expected that a course be comparable in its essential features. Not all elements of the curriculum need be identical. Course and program transfer credit shall be based on equivalency of knowledge, skills, evaluation, or learning outcomes. If the College has received assigned credit for one of its courses at another institution, the College will normally grant that institution assigned credit for their equivalent courses.
- B. 3 For the purpose of assessing equivalency, comparison of courses or programs may be based on a variety of factors, including the following features (as many as are appropriate):
1. Comparison of detailed content elements
  2. Comparison of learning outcomes
  3. Comparison of general subject matter
  4. Comparison of depth or breadth of coverage of subject matter, even if content details or approach are different
  5. Comparison of assessment and evaluation
  6. Comparison of lecture and/or lab hours
  7. Documented evidence of student successes in a subsequent course.
- B. 4 Transfer credit is typically based on “lower division” (e.g., first and second year) studies. At the College’s discretion, other assignment of ‘year levels’ can be made.
- B. 5 When the College offers the discipline, it is the responsibility of the department coordinator or delegate for that discipline to decide what upper-level credit, if any, will be granted. Unassigned credit is limited to courses taught at the same levels and disciplines as a college program; for instance, the College does not evaluate 300 and 400-level courses in programs where it has no 300 and 400-level courses.
- B. 6 The number of College credits granted for each transfer course may differ from the number of credits from the sending institution.
- B. 7 Where there is not a one-to-one course equivalency for a program requirement, but the student has acquired the equivalent knowledge through the completion of a number of courses from an institution, the College may provide students with an ‘Exemption’ note on their *Academic Evaluation* record. Exemption decisions are made between the program faculty and the Registrar.

**C. RECOGNITION OF ADVANCED PLACEMENT**

- C. 1 Applicants who submit Advanced Placement course scores of 4 or greater may be granted credit or waiver of course prerequisites depending upon discipline requirements and examination score.
- C. 2 An official statement of the examination scores must be submitted to the Articulation Officer, together with a completed *Application for Transfer of Credit* form.
- C. 3 If transfer credit is granted, then the appropriate courses and numbers of credits will appear on the transcript with a grade of TRF. A notation will also appear as to the source of the transfer credit being the *Advanced Placement Program*.

**D. GENERAL ARTICULATION INFORMATION**

- D. 1 Internal transfers may be articulated between, or within departments. These are reviewed and recommended by Curriculum Standing Committee (CSC) and approved by Education Council (EdCo).
- D. 2 If the Registrar, through consultation with the content experts, denies the transfer credit requested by an institution or student, the Registrar, through the Articulation Officer, will provide rationale for the decision.
- D. 3 The College maintains an internal database of courses that have been granted transfer credit and may use these decisions as precedents. While the College relies on these precedents, the College does not consider these records formal articulation agreements.
- D. 4 Triangulation is sometimes used to determine transferability when articulating within the British Columbia or Alberta transfer system. For example, if course A is equivalent to course C, and course B is equivalent to course C, it may be determined that course A is equivalent to course B.

**E. TRANSFER CREDIT APPEAL**

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