

Title of Policy	Transfer Credit (as a Sending Institution)
Policy Number	2.5.8
Category	Student Affairs
Approval Body	Education Council
Policy Sponsor	Vice President Academic and Applied Research
Operational Lead	Registrar
Approval/Effective Date	May 2022
Proposed Date of Review	May 2027

## CONTEXT AND PURPOSE

College of the Rockies (the College) supports student mobility as a sending institution by articulating its courses and programs with equivalent offerings at other institutions. The articulation process helps students receive transfer credit at other institutions for courses taken at the College. The guidelines in this policy help ensure a standardized approach to requests for articulation of College courses and programs.

Transfer credit increases student mobility between post-secondary institutions. This policy supports the process of requesting recognition of transfer credit for the College's credit courses at other institutions.

## SCOPE

This policy covers transfer requests by the College to equivalent courses and programs at other institutions.

For transfer credit to College of the Rockies, please refer to policy 2.5.6 *Transfer Credit (as a Receiving Institution)*.

## DEFINITIONS

**ACAT:** Alberta Council on Admissions and Transfer

**Articulation:** The evaluation of academic equivalency

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

**BCCAT:** BC Council on Admissions and Transfer

**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.

**Cross-Listed Courses:** A course that is listed under two or more distinct course numbers (disciplines).

**Dean of Articulation:** The Dean charged with coordinating, maintaining, and advocating for articulation across College of the Rockies curricula.

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

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

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

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

**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.

**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.

## **POLICY STATEMENTS**

- A. The Articulation Officer reports to Education Council and the Board on all articulation matters.
- B. When acting as a sending institution, the College requests that College of the Rockies programs and courses receive transfer credit from receiving institutions that have similar courses or programs.
- C. The College recognizes the following types of receiving institutions when requesting transfer credit recognition for College courses:
  - 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. Any institution that does not meet the above criteria but which the Program Dean recommends contacting as a receiving institution.

### **D. ACCOUNTABILITY**

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

## **RELATED POLICIES AND SUPPORTING DOCUMENTS**

2.5.6 Transfer Credit (as a Receiving Institution) - Policy

2.5.8 Transfer Credit (as a Sending Institution) – Procedures

[BCCAT Website](#)