

Title of Policy	Transfer Credit (as a Sending Institution)
Policy Number	2.5.8
Effective Date	May 2022

## **GUIDELINES/STEPS**

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 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)

### **B. RE-ARTICULATION PROCESS**

Courses and programs are resubmitted for re-articulation when:

- There are substantive changes to the course content, subject matter, objectives, or outcomes.
- There are substantive changes to assessment criteria or evaluation methods that are integral to the articulation of the course.
- There are changes to the number of credits assigned to the course, or the number of contact hours.
- A course code or course title changes.
- A course reviewed by receiving institutions has exceeded ten years.

### **C. BLOCK TRANSFERS**

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:

- C. 1 The amount of block credit assigned will depend upon the length of the program.
- C. 2 The receiving Institution determines the number of credits it will accept as a block transfer. The College and receiving institution 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

### **D. TIMELINES**

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

### **E. STUDENTS TRANSFERRING COLLEGE CREDITS TO OTHER INSTITUTIONS**

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

### **F. GENERAL ARTICULATION INFORMATION**

- F. 1 The College maintains a transfer website that lists both sending and receiving articulation agreements.
- F. 2 Course by course transfers can be found for BC institutions on the BC Transfer Guide website and for Alberta (AB) institutions on the Alberta Transfer Guide website.

**G. BEST PRACTICES IN THE CLASSROOM**

G. 1 Instructors can implement transfer credit best practices in the classroom.

G. 2 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](http://www.bctransferguide.ca) in their course syllabi;
- 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](http://www.bctransferguide.ca)).

[How to Articulate - BCCAT Resource 2018](#)