



College Procedures Manual	
Category	Student Affairs
Policy #	2.5.6

## **2.5.6 Transfer Credit (As a Receiving Institution)**

### **POLICY**

College of the Rockies (the College) is a strong supporter of the articulation of transfer of courses and programs between institutions. In any transfer arrangement, the academic integrity of the College courses and programs must be protected and preserved. The guidelines outlined in this policy help ensure a standardized approach to the evaluation of external courses and programs.

### **PURPOSE**

The primary purpose for transfer credit is to increase student accessibility and mobility to post-secondary education. This policy is to provide direction regarding the granting of transfer credit at the College.

Under section sections 24 (2) (e), 25 (1) (a) (i) (ii) of the *College and Institute Act*, the Board of Governors and the Education Council has joint responsibility for the approval of course or program transfer credit equivalence (internal and external).

This responsibility, which is approved by the Education Council and the Board, is fulfilled through this policy and by the Articulation Officer's reports submitted to Education Council and the Board on all articulation matters.

### **SCOPE**

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

Recognition of institutions for transfer credit:

One of the critical steps in evaluating credit from other institutions is in determining whether the institution offering the education is considered recognized or accredited. As Canada does not have an accrediting body, the term "recognition" is used in this document.

The College considers the following institutions as "recognized":

- 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 (refer to BCCAT website)

- 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 or organization that does not meet the above criteria but which the Registrar approves for recognition.

## **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.

**Assigned Credit:** Credit given for a specific College course when a course is recognized as equivalent.

**Block transfer:** Articulation occurs when an institution compares whole programs and awards credit on the basis of total hours or credits, rather than for individual courses. This form of articulation is used, for example, in granting credit for a certificate or diploma completed at one institution toward a diploma or degree program at College of the Rockies.

**Content Expert:** Faculty member who has proficiency in a subject area.

**Curriculum Articulation Standing Committee (CASC):** CASC is a subcommittee of Education Council and is responsible for reviewing and recommending curriculum for approval for Education Council.

**Exemption:** Exemption from a College course will 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 notarized is one that has been marked with a stamp (or seal), which indicates that the translation on the document is legitimate.

**Residency Requirement:** Unless otherwise stated students must complete at least twenty-five (25) percent of a program or the applicable number of credits while in attendance at the College, in order to be granted a College credential.

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

**Unassigned credit:** Credit given when a course or program is considered worthy of credit at the College. It may be recorded as unassigned credit within a particular College discipline (e.g. BIOL 1XX) or as program unassigned credit (e.g. HUMN 1XX).

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

## **GUIDELINES**

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 transfer credits for which he/she may be eligible.

**A. TRANSFER CREDIT PROCESS (STUDENT)**

- A.1** An institution or student 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.
- 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 College electronically, by mail, or by fax.
- A.5** 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).
- A.6** 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' grade scale.
- A.7** 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:
  - 1) A grade of 60% or higher is normally required for courses intended to be used to satisfy prerequisites.
  - 2) Some programs may require a course grade of 60% or higher for every course to be counted towards a specific credential.
- A.8** Transfer credit courses will not be included in the College Grade Point Average (GPA) calculations.
- A.9** The granting of credit for a transfer course does not guarantee that the transfer course will meet a particular program requirement.
- A.10** 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 Dean or the content experts concerned.
- A.11** 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 subject matter is taken into account and will be processed on an individual basis.

- A.12** 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)**

- 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 assigned credit, it is expected that a course be comparable in breadth and depth 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.  
Content experts may grant unassigned credit at the upper level (BIOL 3XX) when:
- The course is upper-level credit and offered by a public university in Canada, OR
  - Two Association of Universities and Colleges in Canada (AUCC) member universities accept the course as upper-level credit
- 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** If the College is planning changes to its curriculum which will affect the requirements for transfer credit, the department shall inform the members of CASC.
- B.8** Where there is not a one-to-one course equivalency but the student has acquired the knowledge through the completion of a number of courses from an institution, students will receive an 'Exemption' note on their *Academic Evaluation* record. Exemption decisions are made between the program faculty and the registrar.

### **C. BLOCK TRANSFERS**

- C.1** 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:
  - C.1.1** 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 originating institution.
  - C.1.2** 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).
  - C.1.3** A student who has completed a program with less than a 2.0 GPA or equivalent may request individual course assessment.
  - C.1.4** 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.
  - C.1.5** Lower-level credits (e.g. BIOL 1XX) are given for programs/courses the College classifies as undergraduate programs/courses. Vocational block credit (e.g. HCA-Block) is given for programs that are non-academic and prepare for a vocation.

### **D. RECOGNITION OF ADVANCED PLACEMENT**

- D.1** College of the Rockies recognizes the educational value of the Advanced Placement (AP) Program taken by students at the secondary school level.
  - D.1.1** 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.
  - D.1.2** An official statement of the examination scores must be submitted to the Articulation Officer, together with a completed *Application for Transfer of Credit* form.
  - D.1.3** In the event that 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*.

### **E. GENERAL ARTICULATION INFORMATION**

- E.1 Internal transfers will be articulated between, or within departments, and be reviewed and recommended by CASC.
- E.2 If the Registrar, through consultation with the content experts, denies the transfer credit requested by the institution or student, the Registrar, through the Articulation Officer will provide rationale for the decision.
- E.3 The College maintains an internal database of courses that have been granted transfer credit, and may use these decisions as precedents of future instances where credit is requested for a course already in the database. While the College relies on these precedents, the College does not consider these records formal articulation agreements.
- E.4 Triangulation is sometimes used to determine transferability when articulating within the British Columbia 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.

**F. TIMELINESS OF THE EVALUATION PROCESS**

- F.1 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.

**G. TRANSFER CREDIT APPEAL**

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

**H. EXEMPTIONS**

- H.1 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.

**I. ACCOUNTABILITY**

- J.1 For inquiries related to this policy please contact the Office of the Registrar.

