


Procedure Name:	TRANSFER CREDIT	
Approved By:	Board of Governors	
Approval Date:	Feb 8, 2018	
Next Scheduled Renewal Date:	July 2023	
Procedure Holder:	Education Council	
Operational Lead:	Registrar and Director of Institutional Research	
Procedure Number:	EDU-006P	

TRANSFER CREDIT PROCEDURE

1.00 PURPOSE

- 1.1 This procedure details the steps to establish recognition for previous academic accomplishment and its credit towards credentials at the College.

2.00 DEFINITIONS

- 2.1 For a list of all definitions related to Educational Policies see: [Education Council Policy and Procedures Definitions.](#)

3.00 PROCEDURES

- 3.1 Faculty are encouraged to participate in the respective articulation meetings to ensure alignment of learning outcomes in transferable courses.
- 3.2 Academic Heads and Program Coordinators will provide a list of Department Head/Chairs and Alternates to the Articulation, Scheduling, and Records Officer at the beginning of each academic year.
- 3.3 All transfer credit requests and agreements must be received and sent by the Articulation, Scheduling, and Records Officer to the designated Department Head/Chair as listed on BCCAT.

4.00 TRANSFER AGREEMENTS

- 4.1 Any new or revised courses approved at Education Council will be sent through the BCCAT Articulation System for consideration at other post-secondary institutions.
- 4.2 Any courses received through BCCAT articulation system will be sent to the Department Head/Chair for consideration via the Articulation, Scheduling, and Records Officer. These requests are important and must be responded to in a timely manner. Requests received between September and May must be responded to within two weeks. Any request received between June and August must be responded to by the second week of September.
- 4.3 Regardless of how a block transfer agreement is initiated, the appropriate Cluster Chair/Head, Dean, and Articulation, Scheduling, and Records Officer will be involved within the creation of the agreement.

5.00 INTERNAL TRANSFER

- 5.1 For program changes approved by Education Council that retire individual courses, replacement courses must be identified for students to graduate under the previous program plan, where applicable.
- 5.2 Transfer credit between departments may be established upon mutual agreement by the Department Heads/Chairs. In some cases, these agreements may not be bidirectional. Records of all internal transfer agreements will be kept in the Registrar's Office and must be reviewed annually by the clusters.
- 5.3 Internal transfer credit will follow the BCCAT Articulation guidelines and is only appropriate when it is across disciplines or departments. These courses must share related content and learning outcomes.
- 5.4 Internal transfer credit can be noted on the transcript when requested.

6.00 TRANSFER REQUESTS

- 6.1 All transfer credit requests must be received by the Articulation, Scheduling, and Records Officer.
- 6.2 Students are encouraged to submit a complete package when applying for transfer credit to expedite the process. This package should include:
 - a) transfer credit form
 - b) official transcript
 - c) course outlines including learning outcomes, if applicable
 - d) other documents when requested by the subject matter experts.
- 6.3 The Articulation, Scheduling, and Records Officer will assess whether previous credit has been granted.
- 6.4 If the course has not been reviewed for articulation, the Articulation, Scheduling, and Records Officer will send the course to the appropriate department for review. The student's name and personal information will be removed to ensure anonymity. These requests are important and must be responded to in a timely manner. Requests received between September and May must be responded to within two weeks. Any request received between June and August must be responded to by the second week of September.
- 6.5 The Articulation, Scheduling, and Records Officer will communicate the results of the decision to the applicant. These decisions will be recorded on the student record and will appear on the transcript with a grade of "TRF".
- 6.6 The appeal process for transfer credit decisions can be found in [EDU-004, Academic Integrity and Appeals Policy](#).

7.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 7.1 [EDU-004, Academic Integrity and Appeals Policy](#)

8.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			