

AD103 Credit Transfer

AD103	Admissions	Credit Transfer
Handbooks	Student	
Programs	Degree	
	Effective Date	April 2020
	Reviewed	May 2023
	Accountability	Registrar
	Approval Body	Academic Council
Documents/Forms	Credit Transfer Request	

Policy Statement

Studies taken at or recognized by other accredited post-secondary institutions may be eligible for credit transfer up to the maximum allowed under the residency requirement (60 credits). Courses appropriate for transfer credit are those that can normally be applied to fulfill specific course or elective requirements of a program.

The College will be guided by the Principles and Guidelines for Transfer endorsed by the British Columbia Council on Admissions & Transfer (BCCAT) and the Pan-Canadian Protocol on the Transferability of University Credits.

Scope

Program applicants may request transfer credit for courses successfully completed at any recognized and accredited post-secondary institution. Courses completed at British Columbia post-secondary institutions will be awarded transfer credits based on the principles of transfer in the British Columbia Transfer Guide.

Definitions

- 1) Assigned Credits: Credits for courses deemed equivalent to specific WCC courses.
- 2) Unassigned Credits: Credits for courses not identifiable with any of the WCC courses but appropriate for general academic credit towards electives or fulfilling credit requirements for the degree.
- 3) Block Transfer Credits: Credits for groups of courses that may be credited towards one or more WCC courses.

Considerations

Where a course has not yet been articulated, credit will be evaluated on a case-by-case basis.

Courses must have been completed within the previous five (5) years. Exceptions can only be approved by the Dean of Programs.

Transfer credit will only be granted for individual courses with a minimum of grade equivalent of 2.0 (C) or better.

Courses completed through non-recognized institutions or organizations and learning obtained through work and life experience may be considered for recognition through the Prior Learning Assessment & Recognition (PLAR) process for possible credit. For policy details, please refer to *Prior Learning Assessment Recognition (AD111)*

Once transfer credit has been granted for a course from the sending institution, it cannot be used for transfer credit towards any subsequent course(s).

Courses used to meet the requirements of previously earned undergraduate or graduate degrees will not be eligible for transfer credit.

Credits earned as part of a completed Associate degree from a recognized institution with a GPA of 2.0 (C) or better may be eligible to transfer up to 60 credits towards an undergraduate degree.

Transfer credits will be awarded for assigned credits. Assigned credits are awarded for courses with content and outcomes similar to courses offered by the College.

Transfer credit will not be awarded at an equivalent level for:

- (Senior) 300 and 400 level courses
- External Work experience (practicum, clinical, co-op) courses
- Capstone courses
- Portfolio courses.

Applicants from international schools, where the language of instruction / administration is other than English, will be required to have their transcripts and course descriptions translated by a certified translator.

International applicants may also be required to have their academic credentials evaluated by one of the following credential evaluation services.

- Educational Credential Evaluators, Inc.
- International Credential Evaluation Service
- World Education Services.

Applicants may be required to submit course syllabi, examples of assessments completed, and their institution's Academic Calendar (if not available online).

If students are awarded more than 50% of all available credits towards a program of study (including both transfer and PLAR credits) a maximum equal to 50% of their program credits may be credited to their program.

Procedure

Once accepted into a program of studies, students may request a credit transfer review by submitting a Transfer Credit Request Form to the Registrar's Office indicating which credits the applicant wishes to transfer. Additional documents supporting the request such as a course syllabus or a grading scale may be requested from the applicant.

The request and supporting documentation may be reviewed by an academic faculty member with requisite subject knowledge to determine transfer equivalency.

Credit transfer requests must be submitted before the first day of the term. Requests will not be accepted after the first day of the term unless the student is a late applicant.

The outcome of a credit transfer request will be approved by the Registrar upon advice from the appropriate department's Chair.

The College will notify the student in writing of all assigned transfer credits awarded and recognition for course credits as the result of the credit transfer request process or *Prior Learning Assessment Recognition (AD111)*. Courses for which transfer credits have been awarded will appear on the student's transcript, but will not be included in the calculation of the grade point average.

Transfer Credit Award Appeal

A student, who considers the evaluation of their academic credentials to be an inaccurate assessment of the number or types of credits earned, may submit to the Registrar's Office a letter of appeal requesting a re-evaluation of transfer credits. The appeal will be conducted by the Vice-President of Academic Affairs. This decision will be final.