

AD102 Articulation Agreements

AD102	Admissions	Articulation Agreements
Handbooks	Staff	
Programs	Degree	
	Effective Date	April 2020
	Revised	May 2023
	Accountability	Academic Council
Documents/Forms	BCCAT course syllabi for transfer	

Policy Statement

Western Community College (The College) is committed to entering into post-secondary program and professional organization articulation agreements.

Transfer agreements with BCTS members are registered with BCTS by the receiving institution and published in the British Columbia Transfer Guide. Agreements with non-members are posted on the College website.

Scope

This policy deals with the articulation of courses and the development of transfer agreements.

Procedures

1. General Notes:
 - a. Transfer credits may be granted for a specific course (e.g., HOSP123) or unassigned credit at a particular level (e.g. HOSP1XX)
 - b. Credits are recorded as transfers and not included in GPA calculations.
 - c. Currently, a minimum of 80% of learning outcomes must be met by the applicant.
 - d. Agreements are generally unidirectional (either sending or receiving). Example: ABC College course HOSP111 may cover 90% of WCC HOSP132 outcomes but WCC132 might cover only 70% of the ABC course outcomes. WCC would accept the ABC course for credit but ABC would be unlikely to accept the WCC course.
 - e. Faculty involved in the articulation of courses should familiarize themselves with industry-standard procedures. See BCCAT's [How to Articulate \(2018 Edition\)](https://bccat.ca) (bccat.ca)
2. Institutions requesting articulation and transfer-credit agreement from the College (The College as receiving institution.)
 - a. Requests are made through the Registrar
 - b. The Registrar will first verify the institution and evaluate its standards.

- i. Note: If the institution is a member of BCTS or a similar institution or accredited by a recognized accreditation body, further verification and evaluation are not required.
 - c. Once the institution is verified and standards are deemed of sufficient quality, the request is forwarded to the subject matter expert. The subject matter expert will examine the materials and provide a determination to the Registrar.
 - d. The Registrar will inform the requesting institution of the determination (through BCCAT, if a member)
 - i. If approved, register the agreement with BCCAT (if a member) or
 - ii. If approved, post the agreement to the College website (if not a member).
- 3. The College requesting articulation and transfer-credit agreement
(The College as sending institution.)
 - a. Any faculty may initiate a request for transfer credit for a course within their subject area.
 - b. Note: Until the College is a member of BCCAT, the process will follow the policies of the receiving institution.
 - c. Faculty should first obtain information from other institutions (e.g., course outlines, course outcomes, standard texts, minimum faculty requirements and any other information that may be relevant) and compare that information with the College course.