

Transfer credit policy

Policy statement

To promote an applicant's lifelong learning, Bow Valley College will recognize applicable coursework completed at other accredited post-secondary institutions towards a Bow Valley College post-secondary program.

Bow Valley College supports the principles and objectives governing the Alberta Council on Admissions and Transfer (ACAT) and the Association of Registrars of the Universities and Colleges of Canada (ARUCC) and Pan Canadian Consortium on Admissions and Transfer (PCCAT) Transcript and Transfer Guide.

Purpose

Transfer credit criteria are established to ensure learners who are admitted to a Bow Valley College program are recognized for learning outcomes already achieved from previous accredited post-secondary study and have the necessary preparation to be successful in their studies. This policy promotes fair and equitable transfer credit processes by establishing clear transfer credit criteria and procedures for credit courses.

Scope

This policy applies to all learners in post-secondary programs as well as all faculty and staff responsible for the assessment and recording of transfer credit.

Principal objectives

1. Bow Valley College supports learners' previous academic performance and ability to transfer coursework successfully.
2. Bow Valley College will have established Transfer Credit criteria for all post-secondary courses.
3. Bow Valley College will establish a consistent minimum standard for acceptable transfer credit. Some areas of study may impose further requirements.
4. Bow Valley College will actively seek to establish transfer and articulation agreements with accredited post-secondary institutions to enhance learner mobility.
5. Evaluation of external courses will support learners' successful completion of programs while maintaining the College's standards.
6. Bow Valley College will communicate the outcome of transfer credit assessments to learners in a clear and timely way.
7. The Office of the Registrar and Enrolment Services is responsible for the administration and implementation of transfer credit according to these procedures, including the approved transfer credit criteria.
8. Program Deans will ensure that program specific transfer credit criteria are reviewed including department-specific time limitations / course currency criteria. In addition, the Registrar and the applicable program Dean may initiate such reviews at any time.
9. Learners are responsible for applying for transfer credit in a timely manner and providing any required supporting documentation for previously completed post-secondary study.

Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

Definitions

Definitions of common terms may be found in the corresponding procedure document or in Policy #100 Policy Development and Maintenance.

Data sheet

Accountable officer:

Vice President Learner Services and CFO

Responsible officer:

The Director of Enrolment Services and Registrar

Relevant dates

Approved	Board of Governors: BOG161209-03
Effective	January 2017
Next review	December 2021
Modification history	<ul style="list-style-type: none"> • December 9, 2016 • Titles: September 2017 • Rebranded 2021 • Policy Committee reviewed and updated numbering format January 2022
Verified by	Office of the President, March 2022*

Associated policies:

Academic Continuance and Graduation Policy #500-1-5

Admissions Policy #500-1-2

Grading Policy #500-1-6

Learner Appeals Policy #500-1-12

Learner Credit and Registration Policy #500-1-17

Learner Records and Information - Collection, Access and Waivers Policy #500-1-16

Open Studies Policy #500-1-18

Prior Learning Assessment and Recognition Policy #500-1-8

Related procedures or guidelines:

Open Studies Procedure #500-1-18

Transfer Credit Procedure #500-1-9

Alberta Council on Admissions and Transfer (ACAT)

ARUCC and PCCAT Transcript and Transfer Guide

Related legislation

Freedom of Information and Protection of Privacy Act (FOIP)