

TRANSFER CREDIT PROCEDURE

Parent Policy

Transfer Credit Policy

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 procedure 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.

Compliance

Employees (including contractors) and learners are responsible for knowing, understanding, and complying with Bow Valley College procedures to the extent that procedures relate to their position, employment, or enrolment at the College.

Procedures

1. Transfer Credit Criteria

- 1.1. Transfer Credit may only be awarded where the following criteria have been met:
 - 1.1.1. Courses must be completed at a recognized and accredited post-secondary institution.
 - 1.1.2. Courses must normally have a post-secondary credit value assigned.
 - 1.1.3. Transfer Credit will only be assessed for learners who have been accepted into a Bow Valley College post-secondary program or into Open Studies.
 - 1.1.4. The total amount of transfer credit awarded to a learner is limited by the Bow Valley College residency requirement as stated in the Academic Continuance and Graduation Policy, except in those instances where a particular partnership or articulation agreement state otherwise.
 - 1.1.5. Only courses completed with a course mark of C or better (not lower than 2.0 grade point value) will be considered for transfer credit. Please note that specific program areas may require higher marks for specific courses.
 - 1.1.6. Specific programs may have time limitations or a course currency criteria with respect to the acceptable technology and/or practice that are required by the learning outcomes of the course.
 - 1.1.7. In the event of a pre-established articulation agreement or block transfer agreement between Bow Valley College and other post-secondary institutions, courses or programs will be recognized as per that agreement.

- 1.1.8. Bow Valley College will first identify if specified credit may be awarded for courses completed. Unspecified credit may be awarded where there is no exact equivalent. This credit will be awarded to a specific subject area of study and level.
- 1.1.9. Specific programs may stipulate that transfer credit will only be considered from Canadian institutions for certain courses.

2. Transfer Credit Procedure

- 2.1 Transfer Credit requests are managed and approved by the transfer credit officer.
- 2.2 Learners must request transfer credit prior to the drop deadline for their first term of study.
- 2.3 It is the learner's responsibility to ensure that relevant official transcripts from other institutions have been sent to Bow Valley College in a timely fashion.
- 2.4 The College may ask the learner to provide detailed course outlines, course content and/or other supporting documents in order to complete the assessment process.
- 2.5 Where a learner is requesting transfer credit for a course which does not have a transfer agreement, the request will be assessed by the academic department responsible for that course's subject area.
- 2.6 Transfer credit decisions are based on the transferability of a specific course or block of courses as per:
 - Bow Valley College transfer agreements,
 - Alberta Council on Admission and Transfer agreements,
 - other recognized transfer guides such as the ARUCC and PCAT Transcript and Transfer Guide,
 - assessment of course outlines by the Bow Valley College academic department that delivers the corresponding Bow Valley College course. After such an assessment, the course does not need to be assessed by the academic department again unless there are questions of course currency.
- 2.7 Transfer credit decisions are communicated to the learner in writing.
- 2.8 Any additional fees or costs associated with Transfer Credit will be the responsibility of the learner.
- 2.9 Transfer Credit assessments will only be processed for learners in good standing.

3. Transfer Credit Appeals

- 3.1 Where a learner has not been granted transfer credit to a College course, the learner shall have ten (10) business days from when they are notified of the transfer credit decision to submit a written request for appeal to the Assistant Registrar, Admissions.
- 3.2 The Assistant Registrar, Admissions will review the relevant documents and refer the matter to the Dean of the program area for final review.
- 3.3 The decision of the Dean of the program will be final.

4. Letters of Permission (LOP)

- 4.1. Learners who have completed a minimum of 15 post-secondary credits at Bow Valley College and are in good standing may request a Letter of Permission to enroll in a course at another post-secondary institution with the intent of receiving credit that will count towards completion of a Bow Valley College credential.
- 4.2. To ensure credit is awarded, learners must obtain an LOP to enrolling in the course(s) at the other institution. There is no guarantee that transfer credit will be awarded for courses completed without an LOP. LOPs will be issued by the Office of the Registrar; where a learner is seeking an LOP for a course which does not have a transfer agreement, departmental approval is required.

Definitions

Accredited Post-Secondary Institution: Public or private institution that has been given authority to grant degrees, diplomas, and other credentials by an act of the provincial/territorial legislature or through a government-mandated quality assurance mechanism.

Drop Deadline: The last day on which learners may register for a course.

Alberta Council on Admissions and Transfer (ACAT): The provincial advisory body through which post-secondary institutions and other stakeholders work co-operatively to support learner pathways, mobility, and success, including providing tools and information regarding admissions and transfer.

Articulation Agreement: An official course/program transfer agreement between two or more institutions – usually a college and a university – that authorizes studies undertaken in a specific course/program at one institution to be credited toward a specific course/program at another institution.

ARUCC and PCCAT Transfer Guide: A national, online resource for Canadian registrarial and pathway practitioners and policy developers. It contains standards, definitions, and additional resources for transcript and transfer credit terms in an online, searchable format. This resource is intended to encourage best practice and enhance learner mobility and data portability.

Block Transfer: the process of granting credit for a group of completed courses, such as a certificate or diploma program, from one institution by another without requiring course-by-course assessment.

Course Currency: A time limit imposed by an institution for granting transfer credit for certain courses that acknowledges the changing relevance of the information initially imparted.

IQAS: (International Qualification Assessment Service) assesses international educational credentials and compares them to educational standards in Canada. IQAS is mandated to promote the fair recognition of education received outside of Canada.

Issuing Institution: The accredited post-secondary institution where credit for the course or program originated.

Learner in Good Standing: A learner who has active status in a program or course at the College and meets the following criteria:

- is in satisfactory academic standing and is not on academic probation under the Academic Continuance and Graduation Policy
- is not subject to any current active sanctions under the Learner Code of Conduct Policy
- has no overdue amounts owing to the College under the Learner Financial Accounts policy
- is not under probation or suspension under the Academic Honesty policy
- is not subject to a current sanction under any other College policies

Letter of Permission: A letter issued by the Office of the Registrar which guarantees that upon successful completion of the other institution's course, credit will be applied towards the learner's Bow Valley College program requirements.

Official Transcript: Official document summarizing a learner's academic progression at an educational institution.

Original Documents: Academic or non-academic documents bearing an original stamp or seal from a recognized accredited post-secondary institution or government entity.

Post-Secondary Credit: The numerical value assigned to a course by a post-secondary institution, normally based on the time requirements of a course.

Residency Requirement: Specified number of credits that must be completed in order to be awarded a credential for a program of study according to the Academic Continuance and Graduation Policy.

Specified Credit: A course that is close enough in learning outcomes to a receiving institution's course to be given transfer credit for a specific course.



**500 - LEARNERS AND ACADEMIC PRACTICES
PROCEDURE #500-1-9**

Transfer Credit: Credit completed at one post-secondary institution and accepted for credit at a different post-secondary institution.

Unspecified Credit: A course that will transfer towards satisfying requirements for a credential, but is not close enough in content to a receiving institution course to be given transfer credit for a specific course.

DATA SHEET**Responsible Officer**

The Director, Enrolment Services and Registrar

Relevant Dates

Approved	December 9, 2016
Effective	January 2017
Next Review	December 2021
Modification History	December 9, 2016

Related Policy

Transfer Credit Policy #500-1-9

Associated Policies, Procedures, and Guidelines

Academic Continuance and Graduation Policy #500-1-5

Admissions Policy #500-1-2

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

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

Transfer Credit Request Policy #500-1-9

Grading Policy #500-1-6

Open Studies Policy and Procedure #500-1-18

Related Legislation

Freedom of Information and Protection of Privacy Act and Regulation.

Attachments

Appendix 1: Transfer Credit Time Limitations

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TRANSFER CREDIT TIME LIMIT GUIDELINES

PROGRAM	COURSES	LIMIT
Business Administration Certificate and Diploma Human Resources Certificate	Software applications and Accounting courses	5 Years
	Non-computer, non-accounting courses	10 Years
Administrative Professional	Software applications courses	4 years
	All other courses	10 years
Legal Assistant	Software applications courses	4 years
	Legal related courses	8 years
Interior Decorating	ALL	Department approval
Hospital Unit Clerk, Medical Office Assistant, Dental Business Assistant, Veterinary office Assistant	Introduction to Computers, Business Communications courses	5 years
	Medical Terminology 1 and 2, Role Concepts in Health Care courses	3 years
Practical Nurse ¹	All nursing courses	4 years
	English courses	10 years
	Communications, Psychology and Sociology courses	8 years
Early Childhood Education ²	Early Childhood Education specific courses	5 years
	Communications, English, Psychology and Sociology courses	10 years
Pharmacy Technician	All Pharmacy Technician courses	4 years
	English courses	10 years
Disability Studies Aboriginal Addictions	ALL	5 years ³
Justice Studies	Justice courses	5 years
	Communications, English, Psychology and Sociology courses	10 years

¹ There is no time limitation to receive PLAR based on work experience (1900hours) and a HCAD certificate.

² Block transfer of ELCC certificate to year two of ELCC diploma under five years only, greater than five years must be approved by the department.

³ Seven years if learner has been working in the human services industry