

# TRANSFER CREDIT POLICY

## PLAIN LANGUAGE SUMMARY

### Policy Statement

#### *What is the policy?*

This policy is for transferring **credits** from other colleges. If you have credits from courses at other colleges, you may be able to transfer them to your program at Bow Valley College. The credits must be from a college that is **recognized and accredited**. The course must be approved by Bow Valley College.

When you finish a course at a college, you get **credits**.

When you **transfer** credits, you move them from one college to another.

When a college is **recognized and accredited**, it means that the government and other colleges know about it and approve of its work.

### Main Objectives

#### *What are the goals of the policy?*

1. Course work must be done at a **recognized and accredited post-secondary institution**.
2. The College will only give transfer credit if you have applied to a Bow Valley College program.
3. There is a maximum number of credits you can transfer. You must complete 25% of your program at Bow Valley College, unless there is another agreement.
4. Bow Valley College will only transfer credits for courses where you got a mark of C or better (2.0 GPA). Some programs may require higher marks for transfer credits.
5. Some programs may have time limits for transfer credits. These limits are usually because of changes in technology or practice.

A **post-secondary institution** is a college or university that is above the level of high school.