

# TRANSFER CREDIT PROCEDURE

## PLAIN LANGUAGE SUMMARY

### Parent Policy

#### *What is this procedure for?*

This is the procedure for the **Transfer Credit Request** Policy.

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

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

### Purpose

#### *What is the purpose of this procedure?*

This procedure tells us how to follow the Transfer Credit Request Policy.

### Procedures

#### *What procedures do you have to follow?*

1. You should request **transfer credit** in writing when you apply to the College. You need to make sure the other institution sends your transcripts directly to the Office of the Registrar on time.
2. The College may ask you for detailed course outlines. The College may give the request to a different organization such as IQAS (the International Qualifications Assessment Service).
3. The College will tell you about **transfer credit** decisions when you get your offer of admission. You accept the offer when you pay your Confirmation Deposit.
4. If you are not happy with the **transfer credit** decision, please contact the Assistant Registrar immediately.
5. Sometimes you can get **transfer credit** for a course you take at another institution **while** you are registered at Bow Valley College. You should speak with the Assistant Registrar **before** you register for the other course. You need to find out if you can get transfer credit.

You need to find out if there are any requirements, such as grades. If the course is approved, the Assistant Registrar will send you a letter of permission. You are responsible for paying costs if a third organization needs to look at the course.

6. You are responsible for paying any other costs for transfer credit.