



Category: 2.0 Education	Responsible Owner: Academic Board	Effective Date: May 2023
Policy/Form Number: 2.18	Approval Body: Board of Governors	Policy/Form Name: Transfer Transfer Credit Policy and Procedure

A. **POLICY:**

PURPOSE/COMMITMENT:

Columbia College is a committed member of the BC Transfer System. The College will abide by the expectations regarding transferable courses and reciprocity as determined by the BC Counsel on Admissions and Transfer (BCCAT). Columbia College takes seriously its commitment to streamline transfer credit for incoming students for the purpose of increasing accessibility and facilitating mobility within British Columbia's post-secondary system. The guiding principle for accepting transfer credit is that transfer is recognized at one of the 5 universities defined as research universities by the Province of British Columbia: Simon Fraser University, the University of British Columbia Vancouver, the University of British Columbia Okanagan, the University of Northern British Columbia and the University of Victoria. If, in the future, the definitions regarding transfer change, this policy will default to the directives published by BCCAT and/or the Degree Quality Assessment Board. In all instances, the integrity of Columbia College courses and programs will be maintained. Where incoming students are bringing transfer credits from courses that have not previously been assessed by content experts at Columbia College or come from institutions not currently listed in the BC Transfer Guide, please refer to the Prior Learning Assessment and Recognition Policy.

SCOPE: This policy covers courses offered by other institutions in British Columbia, where the institution or incoming student requests evaluation of a course's equivalent transfer to Columbia College.

WHEN TO USE THE POLICY: To be used in the determination of transfer credits of courses offered by institutions in British Columbia that are published in the BC Transfer Guide

DEFINITIONS:

TRANSFER CREDIT: The granting of credit by an institution for a course completed at another institution.

ASSIGNED CREDIT: Credit is granted for a specific course at Columbia College, that is considered equivalent. Equivalency must be based on at least 80% overlap between the transfer course and the course offered at Columbia College.

UNASSIGNED CREDIT: Credit is granted to a course considered a university-level course in quality and content, but where there is no corollary course offered at Columbia College. Unassigned credits can be assigned to specific academic departments where they exist at Columbia College, or can be defined as a general social science, humanity or science course, for the purposes of application to breadth credits in the student's academic program.

BLOCK TRANSFER CREDIT: Block transfer credits are agreements between institutions, within British Columbia, to better streamline direct entry into programs across institutions. Outside of British Columbia, where institutions do not participate in the BC Transfer System, they can be used to build relationships, streamline student entrance requirements and demonstrate the accessibility of transfer between institutions. Block transfers involve blocks of

courses with enumerated requirements and credits that they meet for entrance into another institution's academic programs.

Category:

2.0 Education

B. PROCEDURES:

The following procedures apply to articulation of courses offered by British Columbia post-secondary institutions that are members of the BC Transfer System. In so far as other courses appear within the transfer system from institutions outside of British Columbia transfer will be granted in a manner consistent with this policy. Where Block Transfer has been negotiated, a second set of procedures will be outlined below. The following relates to articulating courses in British Columbia:

1. Articulation of Incoming Courses from Institutions in British Columbia:

- a. Transfer Credit will be received by the BCCAT institutional contact, usually the Vice Principal Academic (VPA) or designate, who will do a preliminary review of existing transfer credit for the incoming course.
- b. The institutional contact may choose to summarily review and dismiss the credit request for the following reasons:
 - i. The course is a 3rd or 4th year course with no transferability at the 1st or 2nd year level. Columbia College will not grant 3rd or 4th year credit to courses.
 - ii. The course does not transfer to 1 of the 5 research universities.
 - iii. The course is offered in a program area that Columbia College does not offer, or have consent to offer academic programs in (e.g. fashion design or hospitality).
- c. Upon determining that the course meets the stated goals of this policy, the course will be forwarded to the relevant Academic Dean and content expert in that division.
- d. The content expert, through their Dean, will report the equivalency of the course to the institutional contact. The content expert will determine whether the course:
 - i. Is granted defined credit
 - ii. Is granted unassigned credit
 - iii. Should not be granted credit
 - iv. May suit a different department or division at Columbia College better
- e. The institutional contact completes the process for defining transfer credit and its publication in the BC Transfer Guide.

2. Criteria for granting transfer credit:

- a. Departments should ensure that the standards of the program and department are upheld in granting transfer.
- a. Where possible, transfer should be recommended wherever a. is met.
- c. Assigned credit requires overlap of approximately 80% between the incoming course and those offered at Columbia College.
- d. The 80% figure in c. shall be defined on the equivalency of course content, learning outcomes, course topics and skill development where relevant.

3. Timeliness:

- a. As a committed member of the BC Transfer System, Columbia College is committed to the timely review of incoming transfer agreements. Where possible, reviews of incoming transfer requests should be completed within 6 weeks of their initial submission to the BC Transfer System.
- b. Transfer credit requests for courses taken in excess of 5 years ago will not be accepted.

4. Appeals:

- a. Transfer Credit decisions based on the Transfer Guide may be reviewable when there is no established transfer agreement in the BC Transfer Guide. Where a student wishes re-evaluation of a credit, a request will be submitted to the institutional contact, through Student Services. The Institutional Contact will review the existing agreement to determine whether there has been new information submitted to the BC Transfer system that warrants re-evaluation based on this policy.
- b. Where there does not appear to be any changes to the course articulated-in the Transfer System, the student may submit a detailed course outline to be reviewed by a committee struck by the Academic Board and consisting of at least one content expert to review the appeal request. This could happen if a new course was not as yet submitted to BCCAT for transfer and the student believes their course meets the criteria to facilitate transfer credit.
- c. Where the student is not granted the credit because they do not have the required C- in a course, they may appeal to the Admissions Manager with the reasons why the course should be accepted.
- d. Where an appeal is successful, excluding an email as a result of 4.c., the College's transfer agreements with the affected courses will be updated to reflect this change in the BC Transfer System.
- e. Students may appeal stale dated transfer credit requests, through Student Services. A content expert will review the course content and standard practice in the field, in determining to accept or deny the appeal.

5. Procedures for Block Transfer Agreements:

- a. Block Transfer Agreements can be sought either by Recruiting and Marketing Department or by Academic departments.
- b. Incoming Block Transfer Agreements will be bound by College residency requirements.
- c. Outgoing Block Transfer Agreements will have a dedicated point-person, whose responsibility is to build the outline of an agreement.
- d. The agreement will be presented to Administration to consider the value of the agreement to that institution.
- e. If deemed of value, the proposal will be brought to the Academic Board for review of the academic value of the agreement and will make a recommendation to the Board of Governors for approval, or not.
- f. The Board of Governors will consider the recommendation of the Academic Board, Administration and Marketing and Recruitment Department in determining whether to formalize the agreement.
- g. Where the agreement is with an institution in British Columbia, the receiving institution will inform BCCAT of the agreement, to post in the BC Transfer Guide.

6. Individual Assessment of Transfer Credit:

- a. Transfer credit requests from students requesting that a course completed at another BC institution must be awarded a grade of C- or greater to be considered. The Admissions Manager at Columbia College will make a decision on the basis of the transcript submitted.
- b. A student may appeal the decision made by the Admissions Manager to the Director of Recruiting, Marketing and Admissions.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

n/a

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS or ARTICLES:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

n/a

APPROVALS:

Responsible Owner:	Date:
Principal or Designate:	Date:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	

APPROVAL FOR ALL POLICIES

Chair, Board of Governors	Date:
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Revision Date(s): May 2028	Replaces Policy Number:
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