
Policy Title:	Transfer Credit	
Policy No:	9004	Approval date: June 27, 2018
Approval Body:	Academic Council	
Effective Date:	July 1, 2018	Review date: April 2021

Purpose

This policy outlines the principles and framework for the awarding of transfer credit at University Canada West.

Scope

This policy applies to all students admitted or attending University Canada West in an undergraduate or graduate program.

Policy

University Canada West supports and abides by the principles of the Pan-Canadian Protocol on the Transferability of University Credits and the principles of transfer credit as defined by the BC Council on Admission and Transfer. Students should not be required to retake academic courses successfully completed elsewhere nor should they expect to receive duplicate credit for equivalent courses. University Canada West is committed to enabling students to transfer academic credit taken at other recognized institutions and programs where there is a reasonable fit or match with the majority of learning outcomes of a course.

The following precepts will apply to transfer credit articulation and evaluations:

- 1) Transfer arrangements will maintain the academic integrity of UCW's courses and programs.
- 2) Only courses taken at recognized post-secondary institutions (public or private) or institutions/organizations approved by Academic Council will be considered (eg. International Baccalaureate diploma) for transfer credit.
- 3) Courses completed through non-recognized institutions or organizations and learning obtained through work and life experience may be considered for recognition through the Prior Learning Assessment & Recognition (PLAR) process for possible credit. Such experiences are not awarded through transfer credit.
- 4) Once transfer credit has been granted for a course from the sending institution, it cannot be used for transfer credit towards any subsequent course(s).
- 5) Only courses completed within the last 10 years will usually be eligible to be considered for transfer credit.
- 6) In general, transfer credit precedent decisions are valid for no more than 5 years after which courses must be re-articulated.

POLICY

- 7) Transfer credit will normally be granted for a course only where UCW offers a parallel or similar course with substantially the same content at a similar level. Specifically,
- lower level undergraduate courses (100-200) do not normally receive credit as upper level (300-400) undergraduate courses, and
 - undergraduate courses do not receive credit as graduate courses.
- For undergraduate programs, courses of appropriate academic content for which UCW does not offer a similar course may be considered for elective credit.
- 8) Not all UCW courses are eligible for transfer credit. Some courses must be completed as part of the degree pathway requirements. A list of courses not eligible for transfer credit is maintained by the Registrar's Office.
- 9) For undergraduate programs:
- a) transfer credit will only be granted for courses with a minimum grade equivalent of 2.00 (C) or better;
 - b) no more than 60 credit hours of a combination of transfer credit and PLAR will be granted toward the degree requirements;
 - c) courses used to meet the requirements of a previously earned undergraduate or graduate degree will not be eligible for transfer credit;
 - d) credits earned as part of a completed Associate degree from a recognized institution in British Columbia with a GPA of 2.0 (C) or better may be eligible to transfer up to 60 credits towards an undergraduate degree.
- 10) For graduate programs:
- a) transfer credit will only be granted for graduate courses with a minimum grade equivalent of 3.00 (B) or better;
 - b) students may receive credit for up to 4 courses through a combination of transfer credit and PLAR toward degree requirements with no more than two courses may be granted through PLAR;
 - c) courses used to meet the requirements of a previously earned credential will not be eligible for transfer credit;
 - d) courses used to satisfy admission requirements to a program will not be eligible for transfer credit.

Appeals

The Admissions Appeal Committee reviews all transfer credit appeals. Their decision is final.

All appeals must be submitted in writing to the Registrar's Office by the established deadline. Appeals will only be considered if new or additional supporting information is available to supplement the original transfer credit application.

Related policies

Policy Number	Policy Title
9007	Admissions
9008	Prior Learning Assessment & Recognition (PLAR)

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
<i>Articulation agreement</i>	Process whereby two (or more) institutions reach agreement on whether or how the curriculum of one is equivalent to the curriculum of the other, and on the appropriate credit that a receiving institution assigns to a course from a sending institution.
<i>Block transfer</i>	Process whereby a block of credits is granted to students who have successfully completed a certificate, diploma or cluster of courses that is recognized as having an academic wholeness or integrity, and that can be related meaningfully to a degree program or other credential.
<i>Prior Learning Assessment & Recognition (PLAR)</i>	Process of formal recognition of skills and knowledge gained through work and life experiences, and is assessed through a rigorous examination of formal and information courses, professional development and work that can be clearly demonstrated and assessed for credit.
<i>Recognized institution</i>	A post-secondary institution that is approved, accredited, or otherwise deemed to be an institution officially authorized to grant academic credentials by the federal, provincial, or state authority of that jurisdiction.
<i>Residency requirement</i>	Defines the minimum number of courses or credits that must be completed through UCW to meet graduation requirements.
<i>Transfer credit</i>	Indicates the granting of credit toward a credential by one institution for programs or courses completed at another.
<i>Associate Degree</i>	A two year academic program offered at BC institutions in accordance with a Provincial government approved and regulated framework.

Responsibility

- Students are responsible for applying for transfer credit and for supplying the necessary supporting documentation.
- The academic program head is responsible for approving precedent decisions outside articulation agreements.
- The VP Academic, in consultation with the academic program head and Academic Council, approves transfer credit and block transfer credit decisions for articulation agreements and corporate agreements.
- The President & Vice Chancellor approves all articulation and corporate agreements.
- The Registrar's Office: maintains records of articulation and corporate agreement as well as articulation precedents; undertakes preliminary assessment of all requests for transfer credit and for assigning credit based on precedents and articulation agreements; researches and develops recommendations for transfer credit precedents; logs and tracks all transfer credit and precedent decisions; and is responsible for notifying students of transfer credit decisions, including the right of appeal.
- The Admissions Appeals Committee reviews transfer credit appeals.