

Policy Name: Transfer Credit Policy	Responsible Owner: President	Effective Date: July 28, 2025
Policy Number:	Approval Body: Board of Governors	

A. POLICY:

PURPOSE/COMMITMENT:

The Institution is committed to student mobility and recognition of student learning. To that end, the Institution takes seriously its commitment to streamline transfer credit for incoming and outgoing students for the purpose of increasing accessibility and facilitating mobility for students within and beyond British Columbia's post-secondary system. Where incoming students are bringing transfer credits from courses that do not have an established articulation—whether from in British Columbia or out of province—courses will be evaluated on a course-by-course basis upon admission to the institution.

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 considered equivalent to one offered at the Institution. Equivalency must be based on at least 80% overlap between the transfer course and the course offered at the Institution.

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 the Institution. Unassigned credits can be assigned to specific academic departments where they exist at the Institution or can be defined as a general arts or sciences 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 that include details of preapproved transfer credits.

Residency Requirement: The minimum number of credits of an academic program a student must complete at the Institution to be eligible for a credential.

SCOPE:

This policy applies to all students admitted to academic programs at the Institution who wish to have courses and prior learning assessed for credit.

WHEN TO USE THE POLICY:

To be used in the determination of transfer credits for students admitted to academic programs at the Institution.

B. PROCEDURES:

Eligibility for Transfer Credit:

- Only courses completed at a recognized post-secondary institution are eligible for review.
- A minimum grade of 'C' or equivalent is required in a course for it to be considered for transfer credit.
- Depending on learning outcomes, level, and credits, courses may be granted assigned credit, unassigned credit, or no credit.
- Courses with articulated in the BC Transfer Guide will be granted established equivalencies.

Application Process:

- New students can apply for transfer credit at the time of application for admission or within two semesters of commencing the program.
- Students must submit official, sealed transcripts from all previously attended post-secondary institutions directly to the Registrar's Office.
- For courses not listed in the BC Transfer Guide or from institutions outside of BC, students must provide detailed course outlines (syllabi) from the year and semester the course was taken.

Evaluation Process:

- Transfer credit is assessed by the Registrar's Office in consultation with faculty subject matter experts when necessary.
- The BC Transfer Guide is the primary resource for assessing transfer credit from participating BC institutions.
- Transfer credit is recorded on the student's academic record, but is calculated in the institutional Grade Point Average (GPA).

Limitations:

- The total number of transfer credits that can be applied toward a credential is limited by the Residency Requirement of each academic program as detailed in the Admissions Policy. Transfer credit is not normally granted for courses taken more than 5 years ago, though exceptions may be considered by the relevant Dean.