



### RECOGNITION OF TRANSFER CREDIT POLICY

<b>Policy Name:</b> Recognition of Transfer Credit Policy	<b>Responsible Owner:</b> Vice President, Academic and Provost	<b>Created:</b> 2010 December
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#### A. PURPOSE

The purpose of this policy is to explain how Douglas College will recognize credits earned by students at other post-secondary institutions.

#### B. SCOPE

Deans  
Faculty  
Registrar  
Students

#### C. DEFINITIONS

**Assigned (direct) credits:** credits granted for which there is a recognized equivalent at Douglas College.

**Block transfer credits:** a group of courses, often in the form of a certificate, diploma, or associate degree, is recognized as a whole for transfer credit.

**General elective credits:** credits granted for which there is no specific discipline equivalent at Douglas College, but is evaluated as being appropriate for general academic credit.

**Transfer credits:** the granting of credit toward a credential by one institution, for programs or courses completed at another institution.



**Unassigned credits:** credits granted for which there is no specific equivalent at Douglas College, but is evaluated as having related content to curriculum taught within the discipline or within the Faculty.

#### D. POLICY STATEMENTS

Douglas College recognizes transfer of credit from other post-secondary institutions. This occurs where the substance of courses offered in different post-secondary environments is essentially equivalent in terms of content and rigor, even though other aspects of the learning experience for students may differ across institutions. In its capacity as a receiving institution, Douglas College is guided by the following principles:

- The primary purpose of transfer is to increase student accessibility to post-secondary education by facilitating mobility between other institutions and Douglas College.
- The academic integrity of Douglas College's courses and programs must be protected and preserved.
- Douglas College will provide sending institutions with adequate notice and lead time before altering transfer agreements.
- Where Douglas College has requested and received assigned transfer credit for its courses at another institution, then reciprocal agreements may be made at Douglas College for equivalent courses from that institution.
- As much as possible, acceptance of transfer credit will allow for the maximum recognition of previous learning in university/college level courses.
- Courses receiving assigned (direct) credit should be substantially equivalent, allowing for minor deviations between courses, but ensuring that the transfer credit represents authentic equivalency.
- Where institutions are denied transfer credit, they may request a rationale from Douglas College.
- Transfer credit will not be unreasonably withheld.

Students may apply for transfer credit to Douglas College for courses completed at another recognized post-secondary institution. Credits may be routinely granted by the Registrar, based on the established articulation process, or may be referred to the appropriate department/program for individual course assessment or articulation.

#### INTERNATIONAL BACCALAUREATE AND ADVANCED PLACEMENT

Students who have completed the International Baccalaureate or Advanced Placement program or courses within these programs are eligible for College credit. Credit will be granted as determined by individual departments/programs.

#### ADVANCED STANDING

Students may request assessment of previous coursework, for which transfer credit is not available, to receive exemption from components of a program. In such cases, course credit is not allocated and elective courses may need to be substituted to complete credit requirements for a credential.

Note: There is a restriction on the amount of credit received from any combination of transfer, advanced placement, international baccalaureate and prior learning assessment (See ***Credentials Awarded at Douglas College Policy***).

### **LIMITATIONS**

This policy applies only to credit transferred from public institutions within Canada. Credit transferred from *private post-secondary institutions* and *post-secondary institutions outside the country* will be dealt with on an institution-to-institution basis.

### **DOCUMENTATION REQUIREMENT**

An institution seeking transfer credit articulation with Douglas College will provide institutional documents that have been approved by its appropriate governing body (e.g., Education Council or Senate). These articulation documents should contain (where applicable) the following information: course name, course number, length of instructional period, hours per week (lecture, lab, seminar), prerequisites, objectives or learning outcomes, course content, texts and required readings, methods of instruction, and forms of evaluation.

### **RESPONSIBILITY FOR REVIEWING TRANSFER CREDIT REQUESTS**

Department Chairs/Coordinators are responsible for determining equivalency and transfer credit for individual courses taken within their departments at other post-secondary institutions. This can be for direct assigned credits where credit is awarded for a specific course or can be for unassigned credit for their department where credit is awarded for courses that are related in content to curriculum taught within the discipline, but for which there is no equivalent Douglas College course.

Deans will identify and consult with appropriate/relevant department Chairs/Coordinators to determine equivalency and transfer credit for courses taken in departments at other post-secondary institutions for which there are no equivalent or related discipline at Douglas College, but there is related content to curriculum taught within the Faculty, and where general elective credits can be awarded.

Deans are responsible for determining "block transfer program credit".

The Registrar is responsible for granting block transfer of Associate Degree credit.

### **CURRENCY**

Transfer requests for courses taken seven or more years in the past will be processed on an individual basis. The Registrar may request a review from the appropriate Dean. Douglas College will also follow the policy guidelines of the British Columbia Council on Admissions and Transfer regarding currency of requests.

## **E. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

[British Columbia Council on Admissions and Transfer](#)



**F. RELATED ACTS AND REGULATIONS**

N/A

**G. RELATED COLLECTIVE AGREEMENT CLAUSES**

N/A