

Policy:	Education	Approved By:	
Approval Date:	Insert date	Amendment Date:	
		Policy Holder:	Board of Governors

3.00 PROCEDURES

- 3.01 Faculty are encouraged to participate in the respective articulation meetings to ensure alignment of learning outcomes in transferable courses.
- 3.02 Academic Heads and Program Coordinators will provide a list of Department Head/Chairs and alternates to the Articulation, Scheduling, and Records Officer at the beginning of each academic year.
- 3.03 All transfer credit requests and agreements must be received and sent by the Articulation, Scheduling, and Records Officer to the designated Department Head/Chair as listed on BCCAT.

4.00 TRANSFER AGREEMENTS

- 4.01 Any new or revised courses approved at Education Council will be sent through the BCCAT Articulation System for consideration at other post-secondary institutions.
- 4.02 Any courses received through BCCAT articulation system will be sent to the Department Head/Chair for consideration via the Articulation, Scheduling, and Records Officer. These requests are important and must be responded to in a timely manner. Requests received between September-May must be responded to within 2 weeks. Any request received during June-August must be responded to by the second week of September.
- 4.03 Regardless of how a block transfer agreement is initiated, the appropriate cluster chair/head, Dean, and Articulation, Scheduling, and Records Officer will be involved within the creation of the agreement.

5.00 INTERNAL TRANSFER

- 5.01 For program changes approved by Education Council that retire individual courses, replacement courses must be identified for students to graduate under the previous program plan where applicable.
- 5.02 Transfer credit between departments may be established upon mutual agreement by the Department Heads/Chairs and approved by Education Council. In some cases, these agreements may not be bidirectional. Records of all internal transfer agreements will be kept in the Registrar's Office and must be reviewed annually by the clusters.

5.03 Internal transfer credit will follow the BCCAT Articulation guidelines, and is only appropriate when it is across disciplines or departments. These courses must share related content and learning outcomes.

5.04 Internal transfer credit can be noted on the transcript when requested.

6.00 TRANSFER REQUESTS

6.01 All transfer credit requests must be received by the Articulation, Scheduling, and Records Officer.

6.02 Students are encouraged to submit a complete package when applying for transfer credit to expedite the process. This package should include:

- i) Transfer credit form
- ii) Official transcript
- iii) Course outlines, if applicable

6.03 The Articulation, Scheduling, and Records Officer will assess whether previous credit has been granted.

6.04 If the course has not been reviewed for articulation, Articulation, Scheduling, and Records Officer, will send the course to the appropriate department for review. The student name and personal information will be removed to ensure anonymity. These requests are important and must be responded to in a timely manner. Requests received between September-May must be responded to within 2 weeks. Any request received during June-August must be responded to by the second week of September.

6.05 The Articulation, Scheduling, and Records Officer will communicate the results of the decision to the applicant. These decisions will be recorded on the student record and will appear on the transcript with a grade of "TRF".

6.06 The appeal process for transfer credit decisions can be found in the Academic Integrity and Appeals Policy.