

## TRANSFER CREDIT

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice-President, Academic
<b>Related Policies / Legislation</b>	Prior Learning Assessment and Recognition (PLAR) (94) Credentials (64) <i>University Act, s. 35.2 (5)(k)(i) &amp; (ii)</i>

### DEFINITIONS

In this policy, the following definitions apply:

**Transfer Credit:** The granting of credit by one institution for courses or programs successfully completed at another institution or agency. Credit may be given in one of the following ways:

- **Assigned credit:** Credit given for a specific UFV course when a course is recognized as equivalent.
- **Unassigned credit:** Credit given when a course or program is considered worthy of credit at UFV. It may be recorded as credit within a particular UFV discipline or as general unassigned credit.

**Recognized institutions:** Institutions that UFV will consider routinely for transfer credit. Transfer credit may be assigned by admissions staff and/or departments without UEC approval.

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### POLICY

Students who have completed courses and programs from other institutions or agencies that are equivalent to UFV courses or levels of study will be granted transfer credit.

Courses or programs taken at post-secondary or other institutions will be considered through **transfer credit**. Learning achieved through life and work experience will be considered for recognition through **prior learning assessment**.

In order to maximize the student's ability to meet program requirements, whenever possible credit will be granted for specific courses rather than unassigned credit, or given in a discipline rather than in an unspecified area.

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### REGULATIONS

The primary purpose of recognizing transfer credit is to increase student accessibility to post-secondary education by facilitating students moving to UFV. UFV recognizes the value of students' learning that has taken place at other recognized Canadian and international institutions and endeavours to give appropriate recognition. In any aspect of credit recognition, the academic integrity of UFV and its programs will be protected and preserved.

The following guidelines apply:

1. UFV will evaluate post-secondary credit courses or programs for transfer credit. The details of how transfer credit is determined are described in the appendix.
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2. Precedent-setting decisions remain active for a maximum of 10 years for post-secondary credit courses from BC public institutions or a maximum of five years for any other transfer decisions.
  3. Articulation requests may be initiated by institutions in the BC transfer credit system. Requests from other institutions will be considered when it is seen as advantageous by UFV or a UFV department. Articulation decisions are usually precedent-setting and recorded in the UFV transfer database.
  4. Students who seek transfer credit must provide an official transcript from each institution at which courses were taken. If an articulation agreement does not already exist for the course(s) or program, it is the student's responsibility to provide detailed course information as needed to evaluate courses. For documents that are not in English, a translation by a certified translator is required.
  5. Transfer credit is routinely assessed for students enrolled in, or applying to, UFV programs at the undergraduate level. Other UFV students may request transfer credit in writing.
  6. When a department head or delegate reviews course information, reasons shall be stated for denial of credit.
  7. Transfer credit may be in the form of specific course credit, discipline credit, or general unassigned credit. It may be given at any level in which credit courses and programs are offered at UFV, including undergraduate, graduate, vocational, or developmental.
  8. The grade for transferable courses, equated to the UFV grading system, is recorded in the student's record whenever possible. All transferable courses will be recorded in the student's record, regardless of grade.
  9. The official UFV transcript will indicate the transferable courses, the grades, and the number of credits for which transfer credit is granted.
  10. Transfer credit decisions are recognized by UFV regardless of a student's program, but the application of transfer credit for any particular program or credential is determined by the department responsible for the program or, for graduate courses, by the chair of the Graduate Program Committee.
  11. Recognition by UFV of studies completed at a previous institution does not imply, or in any way guarantee, that the transfer credits will be recognized by a third institution.
  12. Articulation decisions made by department heads or committees upon review of detailed course information are normally considered final. Requests for an additional review will only be considered if the student submits additional relevant information along with a written request for a second review.
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## **APPENDICES**

### **APPENDIX 1: Determination of transfer credit at UFV**

#### **1. Recognition of institutions for transfer credit**

One of the critical steps in evaluating credit from other institutions is in determining whether the institution offering the education is considered recognized or accredited. As Canada does not have an accrediting body, the term "recognition" is used in this document.

UFV considers the following institutions as “recognized”:

- Canadian public post-secondary institutions
- institutions that hold membership in the Association of Universities and Colleges of Canada (AUCC)
- international institutions considered accredited or recognized in their countries, as determined by accreditation reference materials
- the Advanced Placement program
- the International Baccalaureate diploma program
- any institution or organization that does not meet the above criteria but which the Undergraduate Education Committee approves for recognition.

Credential evaluation staff will determine whether an institution is recognized based on whether one or more of the above criteria have been met.

All other institutions are considered unrecognized. This would include, but is not limited to:

- private institutions that do not meet any of the criteria above
- any educational institution or other organization that is not a post-secondary institution (e.g., secondary schools, professional organizations).

## **2. Granting transfer credit for individual courses**

Credit for individual courses is given in most situations where equivalencies to UFV courses can be established. When courses have been articulated for precedent-setting transfer to UFV, credential evaluation staff will grant transfer credit according to the articulation arrangements retained in the UFV transfer database and/or the BC Transfer Guide. When precedent-setting transfer has not been established, the following guidelines will be used:

### **i) Credit from recognized institutions**

When there are no current transfer credit arrangements for a credit course taken at a recognized institution, and the discipline is offered at UFV, students are expected to provide detailed course information for departmental review. The department head or delegate will determine what transfer credit will be given. An 80% overlap in curriculum between courses is the standard expected in order to grant credit for specific courses. A rationale must be given when decisions are not to set a precedent, or when transfer credit is denied.

When a student is unable to provide detailed course information, credential evaluation staff may grant unassigned discipline credit at the lower level for the following:

- undergraduate-level courses from any public university in Canada, OR
- undergraduate-level courses that transfer in that discipline to two AUCC member universities.

Credential evaluation staff may grant general unassigned lower-level credit (GE 1XX) for other university level courses from any recognized institution (see section I above). Block credit may be granted for completed college and vocational credentials (see section III).

If UFV does not offer the discipline, credential evaluation staff may grant unassigned credit at the upper level (GE 3XX) when:

- the course is upper-level credit and offered by a public university in Canada, OR
- two AUCC member universities accept the course as upper-level credit.

The dean responsible for the most closely related discipline may also approve general unassigned upper-level credit.

When UFV offers the discipline, it is the responsibility of the department head or delegate for that discipline to decide what upper level credit, if any, will be granted.

## **ii) Credit from institutions that are not recognized**

Transfer credit is not routinely given for courses from institutions that are not considered recognized post-secondary institutions (as per section I of this appendix). Transfer credit may, however, be granted upon review of detailed course and program material by the department head or delegate, in consultation with faculty, at his or her discretion. Such decisions require approval of the Undergraduate Education Committee, except in the following circumstances:

- when a particular degree or associate degree has been approved by a Canadian province's degree quality assessment board or equivalent, or the institution has a provincial charter to offer the degree, AND
- courses from that degree program transfer to at least one other public university in Canada.

When these conditions are met, and there are no existing transfer arrangements for the course(s), students must provide detailed course information for departmental review. It is the decision of the department head or delegate to grant transfer credit, and these decisions do not require approval of the Undergraduate Education Committee. The Undergraduate Education Committee may, on an individual basis, approve decisions by department heads or delegates for programs from certain other institutions or professional organizations.

## **iii) Non-credit programs and courses**

Transfer credit is not normally given for non-credit courses or programs taken at any institution, except when the department head or delegate, upon review of detailed course and/or program material, recommends transfer credit to Undergraduate Education Committee, and the transfer credit is approved.

## **iv) Special types of courses and programs**

Clinicals, practica, field study courses, internships, and cooperative education courses will be given transfer credit according to any existing agreements. When no agreements exist, no transfer credit is assigned by credential evaluation staff; however, the appropriate department head or delegate may approve transfer credit for courses from recognized institutions that are comparable to UFV courses.

Graduate course work normally will not be considered for UFV transfer credit at the undergraduate level. At the discretion of the department, some or all graduate work may be evaluated and transferred at the undergraduate level, provided it has not previously been applied to another credential. Transfer at the graduate level requires approval of the Associate VP for Graduate Studies.

## **v) Credit assignment**

When a course from another institution is deemed equivalent to a UFV course, credit normally will be assigned as follows:

- Courses completed at recognized institutions will normally be given transfer credit for credits comparable, but not necessarily identical, in number to the number of credits given at the originating institution. For example, a two-semester course or two one-semester courses would normally receive the equivalent of two semesters of credit (i.e., at least 6 credits) at UFV. The department head or delegate who evaluates the course will determine the appropriate number of credits.
- Courses that are equivalent in length and content normally will be given the same number of credits as the UFV course.

Any of the above may be varied by the department or program head when deemed appropriate on academic grounds.

## **3. Block Transfer Credit**

Applicants with a post-secondary undergraduate credential (e.g., diploma, associate degree, bachelor degree) or a vocational certificate or diploma from an institution UFV recognizes (see section I), with an overall grade point average (GPA) of 2.00 or higher (equated to the UFV grading system), may be considered for block credit in situations where specific course credit cannot readily be established. Students with partially completed post-secondary programs and a 2.00 cumulative GPA or higher may also be granted block credit based on years of study completed. Care should be taken to ensure that students cannot complete the same courses at UFV for further credit.

The following guidelines are used to establish block credit:

- The amount of block credit assigned will depend upon the length of the program. For each period of study equivalent to two semesters of full-time study at UFV, programs may receive a block of up to 30 credits. The total number of credits assigned will not exceed the number of credits (equated to the UFV credit system) granted at the originating institution.
- A student granted block credit can request course assessment for individual courses within the program. If individual course credit is granted, individual courses will be listed separately (thereby reducing the total number of credits recorded as “block” credit).
- A student who has completed a program with less than a 2.00 GPA may request individual course assessment.
- Block transfer credit is usually general unassigned credit, but may be unassigned credit within a discipline when requested by the department head or delegate for the discipline.
- Lower-level credit (e.g., GE 1XX) is given for programs UFV classifies as undergraduate programs (except when upper-level credit is approved by the appropriate department head or delegate); vocational credit (e.g., GE VOC) is given for programs that are non-academic and prepare for a vocation.
- No block transfer credit at the undergraduate level will be assigned for graduate degrees, or equivalent, except at the request of the department.

Block credit is not normally given for completed continuing education or non-credit programs, or programs from unrecognized institutions or organizations, but may be given when recommended by the department head or designate for the most closely related discipline at UFV, and approved by the Undergraduate Education Committee.

#### **4. Documents**

- Applicants for assessment of credit are responsible for submitting official documents.
- A transcript is considered official if it is sent directly to UFV from the originating institution in the original sealed envelope with the institution’s name and address imprinted upon it. The transcripts must bear the official institution seal or authorizing signature. Exceptions may be made when it is not possible for a transcript to be sent directly to UFV, provided the credential evaluation office can reasonably determine the document’s authenticity.
- Official documents become the property of UFV and are normally not returned to the student. In cases where documents are irreplaceable, the documents will be returned to the student provided the student requests return of the documents upon submission. Electronic images of documents will be retained by UFV.
- In cases where a more detailed assessment is required by either the applicant or a program area, the applicant will be asked to provide detailed course or program information as necessary.
- If a document is not in English, the applicant will be required to provide the document in the original language, along with a translation into English by a certified translator.

## **5. Decision-making authority and responsibility**

- The authority for decision-making in each situation is addressed in sections I–III of this appendix.
- The decision-making authority in sections I–III is the same whether a request is student-initiated or initiated by an institution through the BC transfer system.
- Where the authority for decisions or recommendations rests with the department head or delegate, it is expected that they will be made by the department head or delegate of the most closely related discipline at UFV.
- Credential evaluation staff have the responsibility to maintain a record of precedent-setting decisions.
- Credential evaluation staff have the authority and responsibility to equate the students' grades to the UFV grading system, and to record all transfer credit decisions and appropriate grades in each student's permanent student record.

## **6. Timeliness of the evaluation process**

In order to facilitate students' admission, registration and program planning, UFV endeavours to ensure timely evaluation of transfer credit. UFV faculty and staff endorse the following time limits:

- up to six weeks to assess credit in Admissions, and to send the student a response and/or a request for detailed course information if necessary
- an additional six weeks maximum for the departments to review course outlines, where required.

## **APPENDIX 2**

Council of Ministers of Education, Canada – Pan-Canadian Protocol on the Transferability of University Credits (<http://www.cmec.ca/postsec/transferabilit.en.stm>)