



TRANSFER CREDIT POLICY

Policy Area:	Board and Academic		
Policy Number:	TRNPL_2403R_BE/PVPA		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Registrar		
Stakeholders:	Student and Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Board of Governors and Education Council		
Approval Dates:	Board of Governors – March 12, 2024 Education Council – January 4, 2024		
Effective Date:	May 1, 2024		
Replaces or New:	Transfer Credit Policy D.4.1.4 (2010); Adult Basic Education (ABE) Transfer Credit Policy (2010); General Certificate of Secondary Education (GCSE) A-Level Courses Transfer Credit Policy (2011); OC Calendar - Academic Requirements for Program Completion and Graduation section 5. Transfer Credits Towards a Degree, Diploma or Certificate Program		
Last reviewed:	January 2024	Scheduled review date:	January 2029

Procedures: *Procedures for Transfer Credit*

1. Policy Statement

Okanagan College recognizes transfer of credit from other domestic and foreign accredited post-secondary institutions. Course equivalency assists students within Okanagan College to attain credit for courses/work already completed at Okanagan College. Together transfer credit and course equivalency affect how students move through their education journey.

2. Purpose

The primary purpose of the transfer of credits is to increase students' access to post-secondary education by facilitating mobility between other institutions and Okanagan College. Course equivalency allows students to attain credits without having to repeat learning. This policy outlines the parameters for transfer credits and course equivalency within Okanagan College.

3. Scope and Application

- 3.1 This policy is applicable to all students who request to transfer credits earned at other institutions and to students who have completed courses at Okanagan College and seek course equivalency in a subsequent credential.
- 3.2 This policy is applicable to all employees involved in the transfer credit and/or course equivalency procedures.

4. Definitions

Advanced Standing	Means placement at a certain level of study when entering a program or course based on assessment of previous work or on achievement in a placement test.
Articulation	Means the process whereby institutions assess courses offered at other institutions to determine whether to grant course credit toward their own programs or credentials. Articulation is therefore the process, while transfer credit is the end result.
Assigned Credit	Means the credit value that is 'assigned' to a course at a sending institution, is assessed as being equivalent to a specific course at a receiving institution. The receiving institution (Okanagan College) makes the determination of the credit value.
BC Transfer Guide	Means the list of transfer agreements between BC Transfer System members. The BC Transfer Guide includes listings for course-to-course transfer, block transfer, degree partnerships, and program-specific transfer guides.
Block Transfer	Means a transfer agreement in which a predetermined number of transfer credits is granted to transferring students who have successfully completed a certificate, diploma, or cluster of courses at another institution.
Cluster Credit	Means the credit awarded when two or more courses must be combined, at either the sending or the receiving institution, for a student to obtain credit for equivalent courses at the receiving institution. For example, UBC BIOL 112/114 = OC BIOL 131/132.
Course Outline / Syllabus	Means a description of the main content, organization, and expected learning outcomes of a course. A course outline/syllabus normally includes such information as the number of credits awarded for successful completion of the course, hours of class time required, evaluation procedures, assignments, texts, and readings.
Course Equivalency	Means the granting of equivalency for courses taken at Okanagan College.
Credential	Means a qualification awarded by an accredited post-secondary institution to recognize successful completion of a program of study.
Exemption	Means the waiving of a program or course requirement.
Substitution	Means a course that takes the place of a required course in a program provided the course substitution meets the program requirement content.
Residency Requirement	Means a specific number of courses that must be taken at Okanagan College to complete a credential.

Transfer Credit	Means the granting of credit toward a credential by one institution for programs or courses completed at another institution.
Transfer Credit System	Means the electronic system operated by BC Council on Admissions and Transfer that allows institutions to request transfer credit and to submit evaluations of transfer credit agreements.
Unspecified/ Unassigned Credit	Means where an exact OC equivalent does not exist, general or unassigned transfer credit may be granted as closely as possible to the originating course.

5. Transfer Credit Principles

- 5.1 Transfer Credit will normally be considered from accredited post-secondary institutions. As much as possible, the granting of Transfer Credit will allow for maximum recognition of courses completed at another institution.
- 5.2 Transfer Credit will only be assessed once a student has been accepted into a program.
- 5.3 Transfer Credit will be granted for recognized transfer courses provided that the course grade is at least 50%. For vocational health and social development program courses, Transfer Credit will be granted provided the course grade meets the minimum passing standard.
- 5.4 Grades from transferred courses are not recorded and therefore not included in a student's grade point average calculation.
- 5.5 Credits from transferred courses are not considered in a course load calculation.
- 5.6 Graduate course work will not be considered for Okanagan College Transfer Credit.
- 5.7 Credits from a higher awarded credential in the same discipline are not normally eligible for transfer to a lower credential.
- 5.8 Recognition of Transfer Credit by Okanagan College does not imply or guarantee that the transferred credits will be recognized by another institution.
- 5.9 The granting of credit for a transferred course does not guarantee that the transferred course will meet a particular program requirement. Students need to consult with the Department Chair to determine if their Transfer Credits are applicable to their new program requirements.
- 5.10 Transfer Credit may not be given for courses in credentials not declared at the time of admission.
- 5.11 Residency Requirements in some programs may limit the number of transfer credits to a particular program. Residency Requirements can be viewed in specific Program Descriptions in the College calendar.
- 5.12 Some programs have 100% Residency Requirement and may not accept any Transfer Credits or may require the student to enroll in Substitution courses for any exempted courses.
- 5.13 Transfer Credit requests from international institutions will be evaluated by the same process as domestic institutions. All international institutions from which Transfer Credit is requested must be accredited.
- 5.14 Students with out-of-country transcripts are required to submit detailed course outlines before credit will be assessed. Transcripts and course outlines in languages other than English must be submitted with official translations into English.

6. Articulation of Courses

- 6.1 Transfer Credit will be granted in accordance with established Articulation agreements and/or affiliation agreements. The BC Transfer Guide outlines the direct assigned courses between BC post-secondary institutions, and some Canadian university/college equivalencies.
- 6.2 Transfer Credit information for Adult Upgrading can be found at the *BC Transfer Guide – Adult Basic Education Handbook*.
- 6.3 Transfer Credit information for Advanced Placement can be found at *BC Transfer Guide – Advanced Placement*.
- 6.4 Transfer Credits for International Baccalaureate courses are assessed on an individual basis by the applicable Department Chair.
- 6.5 Articulation decisions can be precedent setting. The Office of the Registrar has the responsibility to maintain a record of precedent-setting decisions.
- 6.6 Transfer Credit will be, and should be awarded, even if the student cannot use it for their current program. The student has the right to transfer credits even if the transfer results in excess credit they cannot use.
- 6.7 The transfer of credit becomes part of the student's permanent academic record at OC. Once Transfer Credit has been awarded and posted to the student's academic record, OC will not amend/change the Transfer Credit that has been awarded, with the exception of documentation error.

7. Course Equivalency

- 7.1 For Continuing Studies and Vocational Programs, students who have attended Okanagan College in the past may request Course Equivalency once they have accepted their offer of admission to a subsequent program.
- 7.2 Courses that have been successfully completed and determined to be equivalent will be considered for Exemption or Substitution.
- 7.3 Okanagan College reserves the right to deny Course Equivalency for courses completed ten or more years before the date of program application. To meet industry or accreditation standards, in some programs students are required to have completed courses within a specific time frame that is less than ten years to apply for Course Equivalency.

8. Related Acts and Regulations

None.

9. Supporting References, Policies, Procedures and Forms

BC Transfer Guide – Adult Basic Education Handbook.
British Columbia Council on Admissions and Transfer (BCCAT)
Procedures for Transfer Credit
BC Transfer Guide
Admissions Policy ([under review](#))
Prior Learning and Recognition Policy ([under review](#))

History / Revisions

Date	Action
2024-03-12	<i>Revision approved by Board of Governors</i>
2024-01-04	<i>Revision approved by Education Council</i>
	Transfer Credit Policy (TRNPL_2403R_BE/PVPA) Combines and replaces Transfer Credit Policy D.4.1.4 (2010); ABE Transfer Credit Policy (2010); General Certificate of Secondary Education (GCSE) A-Level Courses Transfer Credit Policy (2011); and OC Calendar: Academic Requirements for Program Completion and Graduation section 5. Transfer Credits Towards a Degree, Diploma or Certificate Program
2005-06-28	<i>Approved by the Okanagan College Board of Governors</i> Transfer Credit Policy