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## TRANSFER CREDIT (107)

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<b>Responsible Department</b>	The Office of the Registrar
<b>Responsible Executive</b>	University Registrar and Associate Vice President Enrolment Management
<b>Related policy</b>	Transfer Credit #107

### DEFINITIONS

**Course outline:** An official document, course outline, or syllabus provided by the sending institution that includes information on course requirements, learning outcomes and assessment or evaluation methods.

**Credit:** A numeric value assigned to a course, based on both the hours of direct instruction and the coursework done outside of the classroom, which indicates the course's weight relative to courses across the university. (From UFV Policy 105)

### Transfer Credit

**Assigned course credit:** A direct equivalency to a UFV course, at any level.

To receive assigned credit, there must be a significant overlap (usually about 80%) between the courses in the judgement of the evaluator when considering the depth and breadth of the curriculum and learning outcomes. Courses that are equivalent in length and content will be given the same number of credits as the UFV course. However, UFV will not normally grant more credit than originally set by the sending institution. Therefore, a course may be determined to be equivalent, but receive a different credit value than the UFV equivalent course when transferred.

**General elective credit:** Awarded for a course that is of sufficient merit to be considered transferable, but no direct or similar course or discipline is available at UFV.

**Unassigned discipline credit:** Awarded where the discipline is the same or similar to a UFV course but there is not direct course equivalency at any level.

### B.C. TRANSFER SYSTEM

UFV is a member of the British Columbia Council on Admission and Transfer (BCCAT). The Council is responsible for the facilitation of admission, articulation, and transfer arrangements among the colleges, institutes, and universities in B.C. UFV adheres to the principles and guidelines for transfer from other member institutions. Courses articulated for transfer from and to UFV are publically available in the B.C. Transfer guide: <https://www.bctransferguide.ca/>

## **1. REGULATIONS AND PROCEDURES**

- 1.1 Decisions on credit from BCCAT member institutions remain active for ten years.
- 1.2 Unless otherwise agreed upon, transfer credit decisions from non-BCCAT institutions remain active for five years.
- 1.3 Requests for transfer credit may be initiated by a UFV academic unit, a sending institution, or a student.
- 1.4 Students who seek transfer credit must provide an official transcript from each institution they have attended. If an articulation agreement, or previous individual course evaluation, does not already exist for the course(s) or program, it is the student's responsibility to provide detailed course information upon request.
- 1.5 Transfer credit is primarily considered for undergraduate and graduate courses. Where it is important to the completion of a program, vocational and developmental courses may be considered upon request.
- 1.6 All transferable courses and their grades (equated to the UFV grading system), are recorded on the student's record.
- 1.7 Individual course and Block transfer credits will not be reflected on a UFV Official Transcript, except for courses completed as part of a formal study abroad arrangement.
- 1.8 Transfer credits will not be recorded for courses inside a completed degree, unless it can be shown by the sending institution that they were additional or extra to the degree. Courses taken after a degree and recorded on an official transcript may be considered for transfer credit in some circumstances. Subject to computer system limitations, advanced standing may be recorded when it is important to a student's UFV program.
- 1.9 Transfer credit decisions are recognized by UFV regardless of a student's program, but the application of transfer credit for a particular program or credential is determined by those responsible for a student's progress in the program.

## **2. RESPONSIBILITIES**

### **Academic departments and schools**

- 2.1 Review course(s) from sending institutions to determine equivalency to UFV course(s) within the department or closely related discipline not offered at UFV.
- 2.2 Respond to requests for evaluation in a timely manner, normally within 20 business days.
- 2.3 Provide reasons for any denial of transfer credit requests.

### **Faculties and Colleges**

- 2.4 Facilitate and ensure the timely review of transfer credit requests within its departments and schools.
- 2.5 Be formally involved in any articulation agreements with recognized and non-recognized institutions.

## **Office of the Registrar**

Within the terms of Policy 107 and the limits of these regulations and procedures, will:

- 2.6 Determine if an institution is recognized, or not recognized, for the purpose of the policy.
- 2.7 Facilitate and coordinate the timely review of courses from sending institutions by academic departments and schools.
- 2.8 Assess undergraduate transfer credit based on established national and international practices, previous decisions, and formal agreements.
- 2.9 Maintain a list of course transfer credit decisions.
- 2.10 Maintain a copy of all Transfer and Articulation Agreements.
- 2.11 Provide and maintain information for students about transfer credit procedures, course equivalencies, and transfer articulation agreements.
- 2.12 Participate in the review process when considering Transfer and Articulation Agreements.

## **Students**

- 2.13 Provide an official transcript from post-secondary institutions attended.
- 2.14 When requested, provide an official course outline or syllabus for the course(s) needing transfer credit evaluation.

## **Determination of the status of an institution**

Staff in the Office of the Registrar will determine whether an institution is recognized based on provincial, national, and international standards and best practices. This Office will maintain a registry of recognized institutions, and will provide an assessment upon request, for an institution not yet in the registry. Canada does not have a national or regional accreditation system, therefore the term “accredited” is not used to describe Canadian institutions. The term “recognized” is used in this document with respect to institutions approved to transfer credit to UFV. In jurisdictions that do accredit their post-secondary institutions, the accrediting bodies will be an important point of reference when determining recognition.

For the purpose of Policy 107, UFV considers the following institutions as recognized:

- 2.15 Canadian public post-secondary institutions
- 2.16 Institutions that hold membership in Universities Canada or Colleges and Institutes Canada
- 2.17 International institutions considered accredited or recognized in their countries, as determined by national and international reference materials
- 2.18 Advanced Placement (College Board): individual courses
- 2.19 International Baccalaureate: diploma completion and individual courses
- 2.20 An institution or organization that is not described above but has been approved by the appropriate UFV Senate committee or subcommittee for recognition.

### **3. ASSIGNMENT OF CREDIT**

Courses may be transferred as assigned credit, unassigned discipline credit by level, and general elective credit by level. A significant overlap in curriculum and learning outcomes (approximately 80%) between courses is generally expected to result in assigned credit for specific courses.

Credit for individual courses is given in most situations where equivalencies to UFV courses can be established. The content of multiple courses from another institution may be combined to meet the learning outcomes of a single UFV course or set of courses. When courses have been previously articulated for transfer to UFV, credential evaluation staff will grant transfer credit according to the articulation arrangements in the B.C. Transfer Guide or retained in the UFV transfer database.

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

- 3.1 Clinicals, practica, internships, and cooperative education courses will only be given transfer credit when specified in an institution-to-institution agreement.
- 3.2 Graduate course credit will not normally be considered for transfer credit at the undergraduate level. At the discretion of the receiving academic unit, graduate work may be evaluated and transferred at the undergraduate level, provided it has not previously been applied to a completed credential.
- 3.4 Undergraduate course credit will not normally be considered for transfer credit at the graduate level. Exceptions will be approved by the Graduate Studies Committee.

#### **Authority to assign transfer credit from recognized institutions**

##### Office of the Registrar

Credential evaluation staff in the Office of the Registrar are authorized to:

- 3.5 Working on delegated authority from an academic unit assign lower-level direct equivalency credit from any recognized university or college in Canada where the Calendar course description or provided course outline is substantially similar to UFV.
- 3.6 Working on delegated authority from an academic unit assign lower-level discipline credit from any recognized university or college in Canada where the Calendar course description or provided course outline clearly shows the course is within the discipline.
- 3.7 Working on delegated authority from an academic unit, assign upper-level unassigned discipline credit from any recognized university or college in Canada where the course outline clearly shows the course is upper level, and within the discipline.
- 3.8 Assign lower-level general elective credit from any recognized university or college in Canada where the Calendar and course description clearly shows the course is for credit to a diploma or degree program, where UFV does not have a similar discipline.

## Departments and schools

3.9 All upper level assigned credit must be done by a department or school.

3.10 Staff in the Office of the Registrar may refer any request for transfer credit to the relevant department if they are unsure of the transferability of the course based on the material submitted.

### **Credit from institutions that are not currently recognized**

#### 3.11 Individual student requests

Transfer credit is not routinely given for courses from institutions that are not recognized post-secondary institutions. However, transfer credit may be recommended upon review of detailed course, program, and institutional material by the department head or delegate, in consultation with faculty familiar with the subject matter. Such recommendations require approval of the Undergraduate Education Committee for undergraduate courses or the Graduate Studies Committee for graduate courses, except in the following circumstances:

3.11.1 When a credential has been approved by a Canadian Province's degree quality assessment board or equivalent, or the institution has a provincial charter to offer the credential, AND

3.11.2 Courses from that program can be shown to transfer to at least two other public universities in Canada.

When these conditions are met, it is the decision of the department head or delegate to grant transfer credit. These decisions do not require approval of the Undergraduate Education Committee but will be reported to them and will be recorded by the Articulation Unit in the Office of the Registrar.

#### 3.12 UFV-initiated requests

Transfer credit is not routinely given for courses from institutions that are not recognized post-secondary institutions. However, transfer credit may be requested through a formal articulation request and approved by the Undergraduate Education Committee for undergraduate courses or by the Graduate Studies Committee for graduate courses. Programs will submit a formal proposal that includes: a description of the institution being reviewed and a rationale for UFV to recognize this institution; a description of the educational program(s) being submitted for review; an indication of the qualifications of instructors and the quality assurance process for curriculum development, review, and change; a description of the admission requirements; and information about how learners are assessed, including the grading system if known. The Office of the Registrar will maintain a template for proponents to use to submit requests.

#### 3.13. Non-credit programs and courses

3.13.1 Transfer credit is not normally given towards UFV credit programs from non-credit courses or programs taken at any institution.

3.13.2 Transfer credit from non-credit courses or programs towards UFV non-credit programs will only be considered when the head or delegate, upon review of detailed course and

program material, recommends transfer credit to the Undergraduate Education Committee with supporting documentation and rational. This process is similar to that described above for UFV-initiated requests.

### **Documents**

3.14 Applicants for assessment of credit are responsible for submitting official documents.

3.15 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.

3.16 If a document is not in English, the applicant will be required to provide the document in the original language, along with an English translation by a certified translator.

### **4. APPEALS**

Transfer credit decisions made by UFV staff or committees upon review of detailed course and institutional information are normally considered final. Student requests for an additional review will only be considered if the student submits a written request for a review and provides relevant information not submitted in the original request, along with a rational for reconsideration.