	Policy No.	Replaces	Policy
	S2013-01		Senate
	Policy Name		
Transfer Credit			
Approved by	Responsibility		Category
Senate			
Date Issued	Date Revised	Next Review	Related Policies, Reference
February 2013		February 2016	

Purpose

This policy is to provide direction regarding the awarding of transfer credit at Capilano University.

Scope

This policy relates to all transfer credit evaluated and awarded at Capilano University.

Definitions

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 Capilano course when a course is recognized as equivalent.


Unassigned credit: Credit given when a course is considered worthy of credit at Capilano but does not have a direct equivalent. It may be recorded as credit within a particular Capilano discipline or as general unassigned credit. Capilano reserves the right to enlarge or restrict the use of unassigned credit in fulfilling the requirements of specific credentials.

Block transfer credit: Involves certificate and diploma programs from the sending institutions but may also involve smaller blocks or clusters of courses or credits. Credit granted may be different from the amount of credit available on a course-by-course basis.

Policy Statement

Capilano University (Capilano) is a strong supporter of the articulation of transfer of courses and programs between institutions and supports the following principles:

- 1) The primary purpose for transfer is to increase student accessibility to post-secondary education by facilitating mobility between other institutions and Capilano.
- 2) In any transfer arrangement the academic integrity of Capilano's courses and programs must be protected and preserved.
- 3) Canada does not have a national system of accreditation; therefore, the term "recognition" is used in this document.

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For the purpose of this policy Capilano “recognizes” the following:

- a. Canadian public post-secondary institutions
 - b. Institutions that hold membership in the Association of Universities and College of Canada (AUCC)
 - c. International institutions considered accredited or recognized in their countries, as determined by accreditation reference materials
 - d. The Advanced Placement program
 - e. The International Baccalaureate diploma program
 - f. Any institution or organization that does not meet the above criteria but which the Registrar’s Office, in consultation with the department, approves for recognition
- 4) When Capilano makes changes to its curriculum in ways that will affect the requirements for credit transfer, Capilano shall inform the members of the relevant articulation committee or transfer partner in writing as far in advance of implementation as possible.
 - 5) The granting of credit for a transfer course does not guarantee that the transfer course will meet a particular program requirement. In order to maximize students’ ability to meet program requirements, whenever possible credit will be granted as assigned credit rather than unassigned credit.
 - 6) In some subject areas and for some programs, courses taken over ten years prior will not automatically be awarded transfer credit. Currency of the subject matter is taken into account and will be processed on an individual basis. The Registrar may request a review from the appropriate content experts.
 - 7) Recognition by Capilano 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.

Procedures and Guidelines

The following procedures and guidelines apply to articulation of courses submitted to Capilano by other British Columbia institutions and institutions outside the province of British Columbia.


- 1) Inter-provincial formal transfer negotiations shall take place via the designated persons at each institution. Discussion concerning course content, adequacy of supporting facilities, and related matters should generally occur first at the inter-institutional level prior to department level approval within Capilano.

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- 2) Eligible transfer credit is usually assigned at the time of admission. Transfer credit for courses taken from institutions within the BC Transfer System, International Baccalaureate programs, and Advanced Placement programs will have credit assigned according to the equivalencies in the BC Transfer Guide.
- 3) Students applying for additional transfer credit must submit the Request for Transfer Credit form. Completed forms with detailed course outlines shall be submitted to the Capilano Registrar's Office.
- 4) Students applying for transfer credit must submit an official transcript in its original envelope on which the seal has not been broken. All documents submitted, unless considered irreplaceable, become the property of Capilano.
- 5) Certified translations are required of documents, such as official transcripts that are in a language other than English.
- 6) If no articulation agreement exists, an institution or student seeking transfer of credit should be prepared to provide a course outline that includes: course name, course number, length of instructional period, hours per week (lecture, lab, seminar), objectives or learning outcomes and content of the course, texts and required readings, methods of instruction and evaluation.

When a student is unable to provide detailed course information, the Registrar's Office may grant unassigned discipline credit at the lower level for the following:


- a) Undergraduate level courses from any public university in Canada
 - b) Undergraduate level courses that transfer in that discipline to AUCC member universities
- 7) For the purpose of assessing equivalency, comparison of courses or programs may be based on a variety of factors that could include the following:
 - a. Comparison of detailed content elements
 - b. Comparison of learning outcomes
 - c. Comparison of general subject matter
 - d. Comparison of depth or breadth of coverage of subject matter, even if content details or approach are different
 - e. Comparison of assessment and evaluation
 - f. Documented evidence of student successes in subsequent courses

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- 8) If the Registrar, through consultation with the content experts, denies the transfer of credit requested by the institution or student, the Registrar's Office shall state the reasons for that refusal.
- 9) The equivalent number of Capilano credits is granted for each transfer course.
- 10) Grades for transfer credit courses will not appear on the Capilano transcript, nor will they be included in the Capilano Grade Point Average (GPA).
- 11) The minimum letter grade required of a student to obtain transfer credit for any specific course for which transfer has been established is a "Pass" (normally a "P" or a "D" letter grade as defined by the sending institution).
 - a. Some programs have minimum grade requirements for courses intended to be used to satisfy prerequisites;
 - b. Some programs may require a specific course grade for a course to be counted towards a specific credential; and
 - c. Once registered in a Capilano program, a student must obtain a Letter of Permission from the Registrar's Office to take a course elsewhere when using this course towards a Capilano credential. Minimum grade requirements may be applied and would be noted on the Letter of Permission.
- 12) Capilano maintains an internal database of courses granted transfer of credit and uses these decisions for all future instances where credit is requested for a course already in the database.
- 13) Students receiving block-transfer may still be required to complete additional bridging courses to satisfy lower level degree requirements or to satisfy pre-requisites for upper level course requirements or to satisfy a residency requirement.

Criteria

- 1) Departments shall employ the widest possible latitude in recommending transfer approval while respecting the academic integrity of Capilano's courses and programs.
- 2) In order to receive assigned credit, it is expected that a course be comparable in breadth and depth in its essential features. Not all elements of the curriculum need be identical.

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- 3) Course and program transfer credit shall be based on equivalency of knowledge and skills or learning outcomes.

Timeliness of the Evaluation Process

In order to facilitate students' admission, registration and program planning, Capilano endeavors to ensure timely evaluation of transfer credit. Upon receipt of all required documents, Capilano will seek to provide an outcome within six weeks during the regular Fall and Spring academic terms.

Appeal/Additional Review

Transfer credit decisions are considered final. If a student wishes to appeal the outcome of the articulation review, s/he are required to submit detailed course outlines and other supporting documentation with a written request indicating why the original articulation decision was incorrect or incomplete.