



# PROCEDURE FOR TRANSFER CREDIT

Title: **Advanced Standing: Transfer Credit Procedure**

Policy Reference: **Policy 8614 Advanced Standing**

Effective Date: **2014 - 08 - 01**

## OVERVIEW

When applicants are admitted to Selkirk College, they may request that their official post-secondary transcripts from other institutions be evaluated to determine academic course equivalency towards Selkirk College courses. Students who wish to apply for transfer credit must do so at the time of application to the College by submitting a transfer request form, their transcripts and attach other relevant documentation.

Official transcripts will be assessed by the appropriate School Chair, in consultation with the discipline expert, and on their recommendation, transfer credit may be granted by the Registrar.

## POLICY

The policy framework for transfer credit is provided under *Policy 8614 Advanced Standing*.

## PROCEDURE

1. Students will be advised to apply for transfer credit at the time of their application to the College. The process to determine the transfer credit will commence upon the student's acceptance into their program.
2. The completed Application for Transfer Credit form, official transcript, and other relevant documentation must be submitted to the Registrar's Office.
3. A passing grade of 50% or higher is required for awarding transfer credit(s). Some program policies may specify that a passing grade of 50% is not acceptable for graduation or to satisfy the prerequisites for a subsequent course.
4. Transfer credit may not be granted for courses for which the length of time since the course was taken has led to the student's mastery of the material not being complete and current. This is especially relevant in a discipline which experiences rapidly evolving change. This information will be reflected in program policy.
5. The Registrar, upon recommendation of the School Chair and the discipline expert, will determine whether or not transfer credit will be granted.
6. For courses completed at post-secondary institutions within British Columbia, the British Columbia Council on Admissions and Transfers (BCCAT) will be consulted for course articulation agreements and block transfers.
7. For courses from post-secondary institutions outside of British Columbia but within Canada, the student is required to provide sufficient information for evaluation of course equivalency to the Registrar's Office. Normally, a course outline specifying course content, evaluation methods, and textual materials used is sufficient, but in some circumstances additional information may be requested.
8. Credit for course taken outside of Canada may be granted in consultation with International Credential Evaluation Services (ICES). Students with transcripts from outside Canada 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.
9. Credit may be granted for courses that have been deemed acceptable for transfer credit at another accredited British Columbia post-secondary institution.
10. Unassigned credit may be granted if the College does not offer an equivalent course in the required discipline.
11. The Registrar's Office will advise the student of the final decision regarding their application.
12. Transfer credit will be entered on the student's record.



# APPLICATION FOR TRANSFER CREDIT

Please note that this application should be filled out in consultation with the School Chair. This application must be based upon formal studies at a post-secondary institution. In order to obtain Transfer Credit for courses completed at institutions other than Selkirk College, official transcripts from that institution must be submitted. Course outlines will be required where Transfer Credit is sought for courses completed at institutions outside of British Columbia.

## STUDENT INFORMATION

Legal First Name: \_\_\_\_\_ Legal Last Name: \_\_\_\_\_

SELKIRK COLLEGE STUDENT ID [ ][ ][ ][ ][ ][ ][ ][ ] Program: \_\_\_\_\_

## COURSE INFORMATION

Please evaluate my transcript from \_\_\_\_\_ to establish Transfer Credit at Selkirk College for the courses listed in the left hand column below:

STUDENT USE ONLY	SELKIRK COLLEGE USE ONLY			
PREVIOUS INSTITUTION	DO NOT USE SHADED BOXES – OFFICE USE ONLY			
Course Code & Number	Course Code & Number	Credits	Department Approval	Does this course transfer over?
TOTAL TRANSFER CREDITS				

- Transcripts previously submitted
- Transcripts attached
- Course outlines attached

_____ APPLICANT NAME	_____ APPLICANT SIGNATURE	_____ DATE SIGNED
_____ OFFICE OF THE REGISTRAR NAME	_____ OFFICE OF THE REGISTRAR SIGNATURE	_____ DATE SIGNED

**FOR RECORDS OFFICE USE ONLY**

Date entered on student transcript (YY/MM/DD): \_\_\_\_\_ Input completed by: \_\_\_\_\_