

## R3.7 – Credit Transfer



<b>Approval Body:</b>	Academic Council
<b>Approval Date:</b>	February 2017
<b>Amendment Date:</b>	November 2023
<b>Next Review Date:</b>	September 2026
<b>Supporting Documents:</b>	British Columbia Transfer Guide Credit Transfer Form
<b>Related Policy:</b>	R3.3 Articulation and Affiliations R3.5 Challenge Exam R3.6 Credential Notification R3.11 Prior Learning Assessment Recognition (PLAR) R3.15 Student Admissions A4.29 Residency Requirement

### Purpose

The Credit Transfer policy streamlines the evaluation of credits from accredited institutions, enabling program applicants to request transfers for equivalent courses, guided by principles of accessibility, academic integrity, and adherence to specified criteria, while also addressing considerations for international applicants and recognizing program-specific requirements.

### Definitions

#### Course Equivalency

A course offered by another recognized post-secondary institution, assessed as equal to or more challenging in subject and course material than that offered by Stenberg College.

### Description

Stenberg College acknowledges that courses taken at other accredited post-secondary institutions may be eligible for credit transfer up to the maximum allowed under the *A4.29 Residency Requirement* policy. Courses appropriate for transfer credit consideration are those that are equivalent in terms of outcomes, content, and rigour, and are those that can normally be applied to fulfill specific course or elective requirements of a program.

Students will only be permitted to apply for equivalency (credit transfer, prior learning assessment recognition, challenge exam) for courses completed at recognized post-secondary institutions, on application to a program and not in subsequent semesters.

Equivalency may be approved by the Registrar or designate for courses based on existing articulation agreements, British Columbia Transfer Guide information, and faculty evaluation.

### Principles

- Facilitating credit transfer allows students increased accessibility to post-secondary education by facilitating inter-institutional mobility.
- The academic veracity of Stenberg College courses will be preserved.
- Program applicants may request transfer credit for courses successfully completed at any recognized and accredited post-secondary institution.

- Courses completed at British Columbia post-secondary institutions will be awarded transfer credits based on the principles of transfer in the British Columbia Transfer Guide.
- Where a course has not yet been articulated, credit will be evaluated on a case-by-case basis unless otherwise indicated.
- Courses must have been completed within the previous five (5) years. Exceptions can only be approved by the Program Dean/Director or Vice President Academic.
- Transfer credit will only be granted for individual courses with a minimum grade equivalent of 2.00 (C) or better unless otherwise stipulated by the Program Dean/Director or Vice President, Academic.
- Courses completed through non-recognized institutions or organizations and learning obtained through work and life experience may be considered for recognition through the *R3.11 Prior Learning Assessment Recognition* policy for possible credit.
- Once transfer credit has been granted for a course from the sending institution, it cannot be used for transfer credit toward any subsequent College course(s).
- Transfer credits will be awarded for assigned credits. Assigned credits will be awarded for courses with equivalent course credit hours, content, outcomes, and assessment methods similar to courses offered by Stenberg College.
- Stenberg College requires that all applications for equivalency be submitted for consideration at least ten (10) business days before the first day of the semester.
- A fee will apply on a per-course basis for credit transfer assessment.

Credit will not be awarded for the following:

- Upper-level (300, 400) courses.
- Work experience (practicum, clinical, co-op) courses.
- Capstone courses.
- Portfolio courses.

Applicants from international institutions, where the language of instruction/administration is other than English, will be required to have their transcripts and course descriptions translated by a certified translator.

International applicants may also be required to have their academic credentials evaluated by one of the following credential evaluation services:

- Educational Credential Evaluators, Inc.
- International Credential Evaluation Service.
- World Education Services.
- International Qualifications Assessment Service.

Applicants may be required to submit course outlines, examples of assessments completed, and the institution's Academic Calendar (if not available online).

Stenberg College will recognize transfer credits from other approved post-secondary programs, up to a maximum of 50% of all the available credits as per the *A4.29 Residency Requirement* policy. Therefore, if students are awarded more than 50% of all the available credits toward a program of study, including both transfer and PLAR credits, only 50% of those credits can be applied to their program of studies.

Programs may have requirements that vary.