

## POLICY

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Policy Title:	Transfer Credit	Policy Version:	3
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### Policy Statement

The primary purpose for transfer credit is to increase access for students and to facilitate mobility between post-secondary institutions and Acsenda School of Management (ASM). Students at ASM should not be required to retake academic courses successfully completed elsewhere where there is a reasonable fit or match with the majority of learning outcomes.

### Purpose

This policy describes the principles and procedures for assessment and award of transfer credit.

### Scope

This policy applies to evaluation and awarding of credit for all students admitted to ASM.

ASM abides by the principles of the BC Council on Admission and Transfer and the Pan Canadian Protocol on the Transferability of University Credits.

ASM may acknowledge prior studies taken at other recognized and accredited and/or provincially authorized post-secondary institutions, by awarding transfer credits up to the maximum allowed under the residency requirement (a minimum of 30 credits to be completed at ASM).

Transfer credit will normally be granted for a course only where ASM offers a parallel or similar course with substantially the same content at a similar level. Not all courses are eligible for transfer credit. Additional information such as course outlines may be required to ensure that there is a reasonable match with the comparable course at ASM and/or with ASM program requirements. Residency requirements and pre-requisites apply to the number and type of courses that may be accepted for transfer credit.

Transfer credits will be granted only for approved courses in which a passing grade of 60% or C has been obtained.

Once transfer credit has been granted for a course it cannot be used for transfer credit for another course.

Courses appropriate for transfer credit are those courses which can normally be applied to fulfill specific or general/elective requirements of a business degree. Applicants requesting transfer credit must submit official transcripts from all post-secondary institutions attended. Official transcripts are defined as those sent directly to the Registrar at Acsenda School of Management by the Office of the Registrar at the institutions previously attended. Transcripts must be sent in a timely manner otherwise offers for admission may be withdrawn. Transcripts provided by the student do not qualify as Official.

Applicants may request transfer credit for courses successfully completed at any recognized and accredited and/or provincially authorized post-secondary institution. Courses completed at B.C. colleges and universities are awarded transfer credits based on the principles of transfer in BC as described in the [B.C Transfer Guide](#). Students are advised to check the Guide for current transfer agreements between BC institutions and Acsenda School of Management. Where a course has not yet been articulated, but is appropriate for transfer, credit will be awarded on a case-by-case basis. Similarly, transfer credit for courses successfully completed at accredited institutions outside the Province of British Columbia will be assessed on a case-by-case basis.

If students are applying from institutions where English is the language of instruction, they will be required to have a course catalogue or official course descriptions sent directly to ASM by the institutions offering the courses. Applicants from international schools, where the language of instruction is other than English will be required to have their transcripts and course descriptions translated by certified translators. ASM may require transcripts from a non-Canadian institution to be evaluated by a recognized credential verification service before transfer credit will be assessed.

Categories of transfer credit include:

1. **Assigned Credits** - transfer credits deemed as equivalent to specific ASM courses. Assigned credits are awarded for courses with content acceptably similar to courses offered by ASM.
2. **Unassigned Credits** - transfer credits recognized as post-secondary level which are not offered by ASM, are not required for the degree but may be accepted towards meeting the academic requirements for the degree. These will not substitute for courses required to satisfy specific components of the program. Unassigned credits may be awarded where course-to-course equivalencies cannot be established. Such credits may be allowed as electives and may also be used to fulfill credit requirements for the degree. However, unassigned credits may not satisfy some specific program requirements
3. **Block transfer credits** – Involves a block of credits granted to students who have successfully completed a certificate diploma, or blocks of courses earned through a previous degree or part of a degree program that may be credited towards an ASM degree requirement; or a block of credits recognized in an articulation agreement with another institution. Students receiving block transfer credits may be required to complete additional bridging courses to satisfy lower level degree requirements or pre-requisite requirements for upper level courses.

Applicants for admission as transfer students must have completed, with a C average (a grade point average of 2.0), a minimum of 18 transfer credits, assigned and unassigned, appropriate to the ASM degree program. If fewer than 18 credits have been completed during previous studies or the credits earned for courses taken at other institutions cannot be applied to the ASM degree program, applicants will be required to submit official transcripts of their high school record as well.

Applicants who have been required to withdraw from a post-secondary institution previously attended for academic failure may be granted permission, one year after suspension, to attempt selected courses as an access student for one term. Students who are given this opportunity, but fail to meet the required standards to continue, will be placed on permanent suspension. Students who have been required to withdraw from previously attended post-secondary institutions for academic misconduct will not be admitted to the Acsenda School of Management.

#### **In assessing courses for transfer credit:**

Credits may be routinely granted by the Registrar's office, based on an existing articulation agreements and the policy on Transfer Credit. Otherwise, requests for transfer credit will be referred to the Dean. The current list of acceptable transfer courses from other institutions in the Province of British Columbia can be found on the web site maintained by BCCAT: <http://www.bccat.bc.ca>.

Additional information such as course outlines may also be required to ensure that there is a reasonable match with the comparable course at ASM and/or with ASM program requirements. Residency and pre-requisites requirements apply to the number and type of courses that may be accepted for transfer credit.

Course currency may be considered for assessment of transfer credit. Applicants may be asked to submit a letter to the Registrar explaining why their knowledge in the subject area(s) is current due to work experience, additional training or education in the field; or they may be asked to go through a process for Prior Learning Assessment and Recognition (PLAR). Departments/programs may establish time limitations for currency of courses in certain subject areas where it is appropriate.

#### **Information Availability**

1. The Registrar shall maintain a list of equivalent courses as determined by BCCAT for all of its degree program courses.
2. The Registrar shall maintain a copy of all articulation agreements between ASM and other institutions and shall make such agreements generally known in a public document.

#### **Notification for Transfer Credits**

ASM shall inform students of transfer credits awarded for previous post-secondary studies, based on a review of course descriptions and assessments of official transcripts of academic records sent directly to the Registrar by the previous institution or institutions attended. Transfer credit awarded will be included in the credit earned toward a degree and entered as such on the transcript of academic record for ASM. Such notification shall be in writing to the student's address of record. If the Registrar denies transfer credit, reasons for refusal shall be provided to the student.

Grades for transfer credit do not appear on the ASM transcript nor will they be included in the calculation of the student's Grade Point Average (GPA).

When requested by a student, the Registrar's Office will provide the necessary information to another institution so that a student may be awarded credit for courses taken at ASM.

### Appeal of Transfer Credit Award

Students may appeal a transfer credit evaluation by writing to the Registrar requesting a re-evaluation of transfer credits and providing additional information to support that request. If there are reasonable grounds for appealing the decision of the Registrar, the student may send a letter of appeal to the Dean.

The Dean's decision on transfer credit appeals is final.

## Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Dean	The 'Dean' refers to appropriate academic program head.
Residency	The minimum number of credits required to be taken at a post-secondary institution to earn a degree from that institution.
Prior Learning Assessment	A process of assessing prior learning experiences where such learning experience is determined to be equivalent to college courses or programs even though that learning took place in non-academic institutions or environments.

## Related legislation

N/A

## Related policies

Policy Number	Policy Title
9010	Admissions
5500	Partnerships and Articulation Agreements
9003	Residency Requirements
9006	Prior Learning Assessment and Recognition

## Responsibility

Applicants to ASM are responsible for obtaining official transcripts and providing additional information such as complete course outlines if they intend to apply for transfer credit.

International applicants and students are responsible for obtaining a recognized translation of their transcripts into English.

International applicants and students are responsible for obtaining and evaluation of their transcripts by a recognized credential verification service.

The Admissions Coordinator is responsible for ensuring that all applications for transfer credit are complete.

The Enrolment Services Office conducts the evaluation of the transcripts to determine the number of transfer credits to be awarded.

The Enrolment Services Office provides a written notification to the student of the transfer credits to be awarded including an explanation of transfer credits denied.

The Registrar will consult with the Dean where additional expertise is required to assess a transfer credit request.

Students are responsible for requesting a re-evaluation or an appeal as per the Transfer Credit Policy.

The Dean is responsible for final decision on transfer credit appeals.

The Registrar is responsible for updating and recommending revisions to this policy.

Academic Standards Committee is responsible for reviewing and recommending approval or denial of this policy.

Academic Council is responsible for approval of this policy.

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The Admissions Coordinator receives applications and identifies applicants who have requested or are eligible for transfer credit evaluation.

A preliminary assessment of transfer credits may be conducted by the Enrolment Services Office at this point.

The Letter of Offer/Acceptance will indicate to the student if a report from a credential evaluation service is required.

A student can submit an application for credit transfer after they have received a Letter of Acceptance and before they register.

Where a report from a credential evaluation service is required, the student will ensure that ASM is included as a recipient of the report; or the official report must be provided to the Registrar’s Office prior to registration for the term.

The Admissions Coordinator reviews the eligibility of the institution and ensures that all documentation required for transfer credit assessment is complete..

The Enrolment Services Office assesses for transfer credit.

When the transfer credit assessment is complete, the student meets with the Enrolment Services Office to review the transfer credit plan and signs the form acknowledging receipt of the transfer credit assessment.

The Enrolment Services Office refers courses requiring further expertise to the Dean of the program.

The Enrolment Services Office or the Dean may request additional information required to complete the assessment.

The student may appeal the decision by writing to the Vice President Enrolment and Student Services/Registrar with additional rationale and documentation to support a review within 30 business days of the date of the decision.

The Vice President Enrolment and Student Services/Registrar responds in writing with a decision on the appeal within 10 business days.

A student may appeal to the VP Academics within 10 business days of receiving the decision from the Vice President Enrolment and Student Services/Registrar. The VP Academics responds to the student in writing within 10 business days. The decision of the VP Academics is final.

## APPENDICES

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