GUIDELINES ON HOW TO EVALUATE TRANSFER CREDIT

CRITERIA OF ASSESSING COURSES

The assessment of course transferability relies on the judgement of faculty members as to the equivalence of content, structure, and format between or across courses. There are several broad criteria that can be used:

- Content: In order to grant direct credit (course to course equivalent), the common content must be at least 80% similar in content, outcomes, structure or format. If the content of a course involves regional practices (e.g., laws governing a profession in a specific jurisdiction), then a transfer request for a course from a different jurisdiction may be denied even if the topics of both courses are the same, as familiarity with the regional content has not been achieved.

- Outcomes: Courses can have similar goals, objectives, aims, and outcomes, even if their content structure, or format varies. For example, two writing courses may be different with respect to texts, instructional styles, methods of delivery, and evaluation and grading practices, but have the same goal of teaching students to write at the post-secondary level.

- Applicability of Credential Completion: A course which has no equivalent at CNC may still be transferable for credit towards elective requirements of a credential. For example, CNC does not offer archaeology or certain languages, and may not grant course to course transfer. However, if a course is taught at the same academic level as other courses in the credential program at CNC – and the standard of performance expected of students is comparable to other courses in that program – the transferring course can be given "elective" or "unassigned" transfer credit.

TYPES OF CREDIT ASSESSMENTS

After reviewing the course, there are several assignment options available as well as an option to create conditions for the course. An example would be: A "Physics for Future Leaders" course could receive an elective credit with a condition: PHYS 1234 (3) = CNC PHYS 1XX (3); cannot be used as a lab science.

- **Direct (assigned) Credit:** A course is equivalent to a specific course at CNC and can receive direct credit (e.g., UNBC ENGL 170 = CNC ENGL 103)

- **Elective (unassigned) Credit:** A course is appropriate for credit in a discipline, but does not closely match the topic, structure, content, or format of those courses at CNC. (e.g., TRU-OL HIST 1161 = CNC HIST 1XX) Elective credit can be given for any level of course at a 1XX or 2XX level. Any upper-level course (3rd or 4th year) can receive a maximum of a 2XX elective credit at CNC.

- **Cluster Credit:** Assigned when two or more courses must be taken to receive credit for multiple courses or a single course at CNC. (e.g., UNBC BIOL 103 = CNC BIO 1XX; however if a student takes both UNBC BIOL 103 & UNBC BIOL 104 = CNC BIO 107 & CNC BIO 120)

- **General Credit**: A course in a discipline that CNC does not offer can be granted a general elective credit in specific areas such as humanities, social sciences, or sciences. (e.g., Language or Theatre course can be given HUMN 1XX or 2XX credit; a Geology course could be given a SCI 1XX or 2XX credit)

- **No Credit:** According to BCCAT "How to Articulate Guide", these are the situations in which a 'no credit' evaluation is commonly awarded:

  - The course is not taught at the post-secondary level. For example, a course's title may refer to English composition, but if the course is an English as a Second Language course, it may be evaluated as offering preparatory rather than post-secondary level study.

  - The course is in a program area not offered at the receiving institution. For example, some vocational/trades courses may transfer only to similar programs at a few other institutions and may be designated as 'no credit' if sent for articulation to university-level programs.

  - The course at the receiving institution is not open for transfer credit. For example, program requirements may dictate that students complete specific courses, such as those involving specific technologies, practicum placements, studio- or field-based work, at the receiving institution where the credential will be awarded, to ensure that the student's performance meets the receiving institution's standards of competency or that local content requirements are met. There may be an award of 'no credit' in such cases, even if the course the student completed at the sending institution is parallel or similar to a course at the receiving institution.

  If the course being reviewed does not meet the above criteria to deny credit, it is best practice to award an **elective** or **general** credit credit in the subject area, such as ENGL 2XX, HUMN 1XX, SCI 2XX if we do not have a direct equivalent course at CNC.

QUESTIONS:

Questions regarding best practices on assessing, assigning and entering transfer credit can be directed to the Articulation Officer at: transfercredit@cnc.bc.ca or 250-562-2131 ext. 5562