

Procedure Information	
Related to Policy No:	E-1.44
Approved by:	Education Council
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Date of Next Review:	January 2026

EDUCATION COUNCIL PROCEDURES FOR TRANSFER CREDIT & ADVANCED STANDING POLICY

Definitions

1. **Advanced Standing:** The status given to a student who is granted the authority to commence a program with credit granted for certain components of the program in recognition of previously completed studies or prior learning.
2. **Articulation:** According to the BC Council on Admission and Transfer (BCCAT), articulation in the context of course transfer allows multiple sectors or branches of post-secondary education, each with its own distinctive characteristics, to function as a system. Through the process of articulation, institutions assess courses offered at other institutions to determine whether to grant course credit toward their own programs or credentials. Articulation is therefore the process, while transfer credit is the end result.
3. **Block Transfer:** The granting of a block of credit for the completion of a group of courses, typically based on completion of a credential or full program, from another recognized institution.
4. **Cluster (Group) Credit:** The credit awarded when two or more courses must be combined, at either the sending or the receiving institution, in order to obtain credit at the receiving institution.
5. **Direct (Assigned) Credit:** Where credit is awarded for a specific course. Direct credit may be used towards meeting prerequisite or specific program completion requirements.
6. **Prior Learning Assessment and Recognition (PLAR):** Through Prior Learning Assessment and Recognition (PLAR), CNC will grant credit for significant learning at a post-secondary level through work, training, and informal experiences outside the formal post-secondary system provided it fulfills the requirements of the program in which the student is enrolled.
7. **Recognized Institutions/Advanced Standing programs:**

- a. CNC considers the following as recognized for the purposes of evaluating transfer credit and awarding advanced standing:
 - i. Member institutions of the BC Council on Admission and Transfer (BCCAT).
 - ii. Canadian public and accredited private post-secondary institutions
 - iii. Association of Universities and Colleges of Canada (AUCC) member institutions
 - iv. International institutions considered accredited or recognized in their country, as determined by the Office of the Registrar through accreditation reference materials or the Ministries of Education in that country
 - v. The Advanced Placement program
 - vi. The International Baccalaureate program
 - vii. Any institution or organization that does not meet the above criteria but which the Office of the Registrar approves for recognition.

- b. Office of the Registrar staff will determine whether an institution is recognized based on whether one or more of the above criteria have been met. All other institutions are considered unrecognized. This would include, but is not limited to:
 - i. Private institutions that do not meet any of the criteria above
 - ii. Any educational institution or other organization that is not a post-secondary institution. (e.g., secondary schools, professional organizations).

8. Transfer Credit: The granting of credit for coursework undertaken at another recognized institution.

9. Unassigned (Unspecified) Credit: Credit granted when no direct equivalent is offered at CNC. Unassigned credit is discipline specific, where a corresponding discipline at CNC exists. Where a corresponding discipline does not exist, General Elective (such as Humanities, Social Sciences or Sciences) credit may be granted. Unassigned credit is granted at the appropriate year level and may be used towards meeting elective requirements.

10. Exemption: The waiving of a program or course requirement. A student granted an exemption because he or she has transferred a course may be required to take another course to replace the credits or content associated with the exempted course.

11. Substitution: Replacing a program course requirement with a suitable alternative course.

12. **Lower Level:** Coursework that is below 300-level.
13. **Upper Level:** Coursework that is 300-level or above.
14. **TRF:** The CNC grade given on a student's record for transferable courses that have achieved a grade of a 'C' or greater.
15. **TRD:** The CNC grade given on a student's record for transferable courses that have achieved a passing grade up to a 'C-'.
16. **GPA:** Grade Point Average
17. **Letter of Permission (LOP):** Formal authorization for students who wish to take courses at other accredited post-secondary institutions for credit towards their credential or educational plan at CNC.

Procedures:

A. Articulation and the awarding of transfer credit

1. Guidelines

- a. Transfer credit decisions remain active for a maximum of ten years for post-secondary credit courses from BC public institutions or a maximum of five years for any other transfer decisions.
- b. Transfer credit will only be assessed for course work completed within 10 years of the term of admission as per the Ten Year Timeline for Program Completion Policy, or as per specific program completion timelines.
- c. Transfer credit will be recognized based on the discipline in which it was completed, not on the Faculty or program to which a student is applying.
- d. Applicants or students seeking transfer credit from institutions within Canada, must provide an official transcript from each institution at which courses were taken. If an articulation agreement does not already exist for the course(s) or program, it is the student's responsibility to provide a course outline / syllabus as needed to evaluate courses. For official documents that are not in English, a translation by a certified translator is required.
- e. Applicants or students seeking transfer credit from institutions outside of Canada, must provide an official transcript from each institution at which courses were taken, as well as provide a comprehensive education credential assessment completed through one of the assessment agencies recognized

by the Government of Canada. If an articulation agreement does not already exist for the course(s) or program, it is the student's responsibility to provide a course outline / syllabus as needed to evaluate courses. For official documents that are not in English, a translation by a certified translator is required.

- f. Applicants must fill out a Transfer Credit Review Application and submit the appropriate fee to the Office of the Registrar. Each application is based on the review of one institution. Any additional secondary review requests for the same institution are subject to the appropriate review fee.
- g. When course information is reviewed and transfer credit is denied, appropriate reasons shall be stated.
- h. Transfer credit may be in the form of specific course credit (assigned or direct credit), discipline credit, or general unassigned credit. It may be given at any level in which credit courses and programs are offered at CNC, including vocational, or preparatory.
- i. The grade for transferable courses, equated to the CNC grading system, is recorded on the student's academic record as a "TRF" or a "TRD". All transferable courses will be recorded in the student's record and will not affect the student's GPA at CNC.
- j. A "TRF" grade can be used towards course prerequisites unless it does not meet a specific grade standard required by the program or course. A "TRD" cannot be used unless a C- or lower grade is acceptable as a prerequisite under the course description or within the program requirements.
- k. A "EX" grade will be granted for course exemptions and can be with or without credit value. A student granted an exemption because he or she has transferred a course may be required to take another course to replace the credits or content associated with the exempted course.
- l. Approved course substitutions will be recorded on a student's graduation evaluation.
- m. The official CNC transcript will indicate the transferred courses, the grade, and the number of credits for which transfer credit is granted.
- n. Transfer credit decisions are recognized by CNC regardless of a student's program.

- o. Articulation decisions made by the adjudicating body upon review of detailed course information are normally considered final. Requests for an additional review will only be considered if the student submits additional relevant information along with a written request, rationale for a second review, and completed payment of the fees associated with an additional Transfer Credit Review Application.
- p. Articulation requests may be initiated by BCCAT member institutions and are not subject to fees. Requests from other institutions will be considered if deemed advantageous to CNC.
- q. Articulation decisions are usually precedent-setting and will be recorded in CNC's transfer database or through BCCAT.

2. Granting credit for individual post-secondary courses

- a. Credit for individual courses is given in most situations where equivalencies to CNC courses can be established.
- b. Transfer credit shall be based on equivalency of knowledge and skills or learning outcomes. Departments shall employ the widest possible latitude in recommending transfer approval while respecting the academic integrity of CNC courses and programs. A rationale must be given when decisions are not precedent-setting, or when transfer credit is denied.
- c. Current students wishing to take a course at another institution should request a Letter of Permission to guarantee transfer credit towards their CNC credential.
- d. When courses have been articulated for precedent-setting transfer to CNC, credential evaluation staff will grant transfer credit according to the articulation arrangements retained in the CNC transfer database and/or the BC Transfer Guide. When precedent-setting transfer has not been established, the following guidelines will be used:

i. Recognized Institutions:

- 1. When there are no current transfer credit arrangements for a credit course taken at a recognized institution, and the discipline is offered at CNC, students are expected to provide detailed course information for departmental review. A designate for the discipline will determine if the course transfers for credit.

2. When a student is unable to provide detailed course information, Office of the Registrar staff may grant unassigned discipline credit at the lower level for courses from a BCCAT member institution or any public university in Canada, subject to review by Faculty.
3. If CNC does not offer the discipline, transfer credit may be granted unassigned 100 level and 200 level credit if the course is taken from a BCCAT member institution or a public university in Canada, that receives transfer credit at a major research universities within that province, and the syllabus meets CNC expectations (hour, competencies, grading, etc.).

ii. Institutions Not Recognized by CNC

1. The decision to award transfer credit for courses from institutions not considered recognized by CNC requires approval of the appropriate Dean or designated subject matter expert.

iii. Non-credit Programs and Course

1. Transfer credit is not normally given for non-credit courses or programs taken at any institution, except when, upon review of detailed course and/or program material, transfer credit is recommended to the appropriate designate for the discipline, and the transfer credit is approved.

iv. Special Types of Programs and Courses

1. Clinicals, practica, field study courses, internships, and continuing education courses will be given transfer credit according to any existing agreements. The appropriate designate for the discipline may approve transfer credit for courses from recognized institutions that are comparable to CNC courses as per the guidelines above. Such decisions are considered precedent-setting and will be recorded in CNC's transfer database.
2. Graduate course work will not be considered for CNC transfer credit.

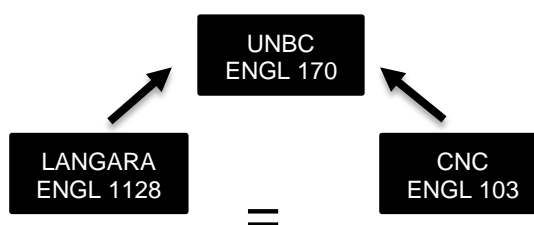
v. Assigning of Credit

1. 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. When a course from another recognized institution is deemed equivalent to a CNC course, credit normally will be assigned as follows:

- a. Courses completed at recognized institutions will normally be given transfer credit for credits comparable, but not necessarily identical in number to the number of credits given at the originating institution. For example, a two-semester course or two one-semester courses would normally receive the equivalent of two semesters of credit (i.e., at least 6 credits) at CNC.
- b. Courses with equivalent learning outcomes will normally be given the same number of credits as the CNC course.
- c. If a student is awarded transfer credit for a course AND takes the same course at CNC, both courses will become part of the student's academic record. Only the CNC course will be recognized in the calculation of the student's GPA.
- d. Other post-secondary courses that are accepted as direct credit at one of the major post-secondary research institutions (SFU, UBCV, UBCO, UNBC, UVIC, TRU) will be granted credit at CNC through triangulation*. The credit granted from the sending institution at the major research institution would match what the CNC course transfers in as at the same research institution.

e.



Therefore LANGARA ENGL 1128 = CNC ENGL 103

- f. Post-secondary institutions that grant direct credit for CNC sending courses on the BC Transfer Guide may receive reciprocal credit at CNC as the receiving institution. There are

two types of reciprocal credit:

- i. One-for-One reciprocal credit will be granted when one CNC course transfers out as equivalent to another institution on BCCAT*: *Eg: CNC KINS 100 = CAMO SPEX 110 therefore CAMO SPEX 110 = CNC KINS 100*
- ii. Two-for-one reciprocal credit will be granted when two CNC courses transfer out as equivalent to one course at another institution on BCCAT. CNC will grant credit for one course and an exemption for the other. Students will need to make up credit for the exemption to satisfy graduation requirements*: *Eg. CNC FIN 257 & CNC FIN 258 = TRU FNCE 2120; Therefore TRU FNCE 2120 will be accepted as CNC FIN 257 (3) and will receive exemption for FIN 258 (0).*

**unless lab requirements at CNC are not met; courses not meeting lab requirements will be considered on an individual basis by faculty in that discipline.*

- g. Exemptions may be given with or without credit and occur to waive a program or course requirement. A student may be required to take another course to replace the credits or content associated with the exempted course.
- h. A substitution may be granted by the Registrar in consultation with the relevant Educational Administrator so long as the replacement course is suitable.

3. Granting cluster credit

- a. Cluster credit will be granted when two or more courses at a sending institution must all be transferred to receive credit for multiple or single courses at CNC. (UNBC BIOL 103 = CNC BIO 1XX; UNBC BIOL 103 & UNBC BIOL 104 = CNC BIO 107 & CNC BIO 120)
- b. If a student only completes part of a cluster at a sending institution, the course(s) may still be recognized for unassigned transfer credit. If the student then submits a subsequent request for the remainder of the cluster at a later date, the student's academic record will not be altered to reflect the direct credit that reflects the cluster agreement. Additional unassigned credit may be granted for the additional course(s), however the application of the unassigned credits toward program requirements will be at the discretion of

the department.

4. Granting credit for advanced placement and international baccalaureate

- a. Secondary school graduates admitted to CNC who have completed Advanced Placement subjects will receive advanced standing in accordance with the BC Transfer Guide.
- b. Secondary school graduates admitted to CNC who have completed International Baccalaureate subjects will receive advanced standing in accordance with the BC Transfer Guide.

5. Transfer credit as part of an academic record

- a. The transfer of credit becomes part of the student's permanent academic record at CNC. Once transfer credit has been awarded and posted to the student's academic record, CNC will not amend/change the transfer credit that has been awarded.
- b. Duplicate Transfer Credit
 - i. Duplicate transfer credit will not be awarded. When a student has completed courses at multiple institutions and the courses articulate to the same CNC course, CNC will grant transfer credit once for the highest grade achieved.
 - ii. When a student has repeated a course at another recognized post-secondary institution, CNC will not grant transfer credit again for the same course. Students wishing to repeat a transferred course to achieve a higher grade must complete the course at CNC.

6. Required documents

- a. Applicants for assessment of credit are responsible for submitting official documents.
- b. Official transcripts come directly from the validating institution either electronically, via mail, or provided in an unopened envelope from the validating institution.

- c. Institutions from outside of Canada will require a comprehensive education credential assessment completed through one of the Government of Canada's designated assessment agencies.
- d. Documents submitted to CNC become the property of The College of New Caledonia and are normally not returned to the student. In cases where documents are irreplaceable, the documents will be returned to the student provided the student requests return of the documents upon submission. Electronic images of documents will be retained by CNC.
- e. In cases where a more detailed assessment is required by either the applicant or a program area, the applicant will be asked to provide detailed course or program information as necessary.
- f. If the issuing institution is not able to provide an official document in English, CNC may request the student to arrange to have the document translated by a BC certified translator. In this instance the documents should be sent directly from the issuing institution and CNC will provide the student with a copy for translation.

7. Authority and responsibility

- a. The authority for decision-making in each situation is addressed in the applicable procedures section of this document.
- b. The decision-making authority is the same whether a request is student-initiated or initiated by an institution through the BC transfer system.
- c. The Office of the Registrar has the responsibility to maintain a record of precedent-setting decisions.
- d. The Office of the Registrar has the authority and responsibility to equate the students' grades to CNC's grading system, and to record all transfer credit decisions and appropriate grades in each student's permanent student record.
- e. It is the students' responsibility to ensure that courses transfer to the receiving institution, be it CNC or elsewhere.

8. Timeliness of evaluation process

- a. In order to facilitate students' admission, registration and program planning, CNC endeavors to ensure timely evaluation of transfer credit. Normally, the following time limits apply:
 - i. Up to six weeks to assess credit in the Office of the Registrar, and to send the student a response and/or request for detailed course information if necessary.
 - ii. An additional six weeks maximum for the departments to review course outlines and notify the Office of the Registrar of the decision, where required.
- b. Students may apply for transfer credit at any time before graduating from CNC; although, it is in the student's best interest to request an evaluation of transfer credit at the point of admission to CNC due to the evaluation processing time as outlined above. If a student requests an evaluation of transfer credit after they have started taking courses at CNC, and the credit is granted for a course they have already taken or are currently attending at CNC, any refunds will be based on the Student Refund Policy #E-1.15.
- c. Students are responsible for working with an academic advisor to determine if and how transferred courses apply toward satisfying graduation requirements.
- d. All transfer credit assessments must be complete prior to requesting an assessment of graduation.

B. RECOGNITION OF ADVANCED STANDING

1. Advanced standing status is granted to CNC students who have achieved credit for some components of their intended program through prior learning assessment or transfer credit. (Including recognition of advanced placement and/or international baccalaureate courses/programs).

Forms

Departmental Review Application
[Student Transfer Request Form](#)
Letter of Permission Request Form
Course Substitution Form

Procedure Amendment Log

Amendment Number:	Date:
0	May 8, 2018
1	January 12, 2021
2	