



Procedures for Transfer Credit

Parent Policy:	<i>Transfer Credit Policy</i>		
Procedure Reference	TRNPR_2407N_AD/PVPA		
Procedure Sponsor:	Provost and Vice President Academic		
Procedure Contact:	Registrar		
Stakeholders:	Students, Chairs/Coordinators, Program Deans/Directors, Registrar's Office		
Approved by:	Executive Team		
Effective Date:	May 1, 2024		
Last reviewed:	May 2024	Scheduled review date:	May 2027

1. Purpose

This document provides the procedures for students requesting Transfer Credit and/or Course Equivalency and to outline who is responsible for determining Transfer Credit and Course Equivalency credits.

2. Scope and Application

These procedures apply to Students who wish to request Transfer Credit or Course Equivalency, and the Chairs/Coordinators, Program Deans/Director, Registrar and other Employees who support this process.

3. Procedures for Students Requesting Transfer Credit

Transfer Credit and Course Equivalency requirements are outlined in the *Transfer Credit Policy*.

- 3.1 Students are encouraged to review the policy prior to applying for Transfer Credit.
- 3.2 Transfer Credit/Course Equivalency will only be evaluated after students accept their Offer of Admission.
- 3.3 The deadlines for Transfer Credit/Course Equivalency requests are:
 - a) July 15 for the Fall term
 - b) November 15 for the Winter term
 - c) March 15 for the Summer term

- 3.4 To apply for Transfer Credit/Course Equivalency, Students should:
- a) For Transfer Credit, submit a *Transfer Credit Request Form* by email to transfercredit@okanagan.bc.ca or in person to the Office of the Registrar.
 - b) Arrange for an official (signed and sealed) transcript from the transferring institution issued within the past six months to be sent to Okanagan College if not previously received by the College.
 - c) For Course Equivalency, submit a *Request for Course Equivalency* via the Etrieve system in the Student's myOkanagan account.
- 3.5 For courses not listed in the *BC Transfer Guide*, Transfer Credit Requests must be accompanied by a detailed course outline (Syllabus) for each course. Certified translations are required for course outlines (Syllabi) in a language other than English.
- 3.6 If applicable, an evaluation fee for a review of transcripts from post-secondary institutions outside of BC will be added to the student's account.
- a) Transcripts from BC post-secondary institution: no fee required
 - b) Transcripts from outside of BC but within Canada: \$50.00 per transcript
 - c) Transcripts from International institutions: \$150.00 per transcript
(Certified translations are required for official transcripts in a language other than English.)
- 3.7 Transfer Credit is assessed for the Program the student has been admitted to. On request, transcripts may be re-assessed upon application to another program. In reassessment circumstances, additional fees may be charged.
- 3.8 Students will be notified by the Registrar's Office when their Transfer Credit/Course Equivalency request has been processed. If students receive Transfer Credit or Course Equivalency for a course which duplicates a course the student is currently enrolled in, it is the student's responsibility to withdraw from the current course. Students who withdraw after the Course Add/Drop date will not receive a tuition refund.
- 3.9 Students are responsible for working with an academic advisor to determine if and how transferred courses apply toward satisfying graduation requirements.
- 3.10 All Transfer Credit and Course Equivalency assessments must be complete prior to requesting an assessment of graduation.

4. Assessing Specific Transfer Credits

Transfer Credits - International Baccalaureate (IB) and Advanced Placement

- 4.1 Transfer Credit for IB coursework will be assessed on an individual basis.
- 4.2 Transfer Credit for Advanced Placement will be assessed as per the *BC Transfer Guide*
- 4.3 To request IB and Advanced Placement Transfer Credits:
- a) Submit a *Transfer Credit Request* form to transfercredit@okanagan.bc.ca.
 - b) Arrange to have an official IB or Advanced Placement score report/transcript sent directly to transfercredit@okanagan.bc.ca or to Okanagan College at 1000 KLO Road, Kelowna, BC V1Y 4X8. Note: Advanced Placement
 - i. Requests for an IB transcript can be made from the relevant secondary school or ordered through *International Baccalaureate Organization*.

- ii. Requests for an Advanced Placement score report/transcript (if OC has not already received from the applicable secondary school), can be made from the relevant secondary school or through the *College Board*.

Transfer Credits – Upgrading (Adult Basic Education (ABE) Certificates

- 4.4 The following Transfer Credit guidelines from the Ministry of Post-Secondary Education and Future Skills apply towards an ABE certificate or diploma:
- a) **Fundamental Certificate:** At the Fundamental Level, Transfer Credit will not be given for work completed in the public school system. Transfer Credit may be given for one course at the Fundamental level with a 50% grade or better from British Columbia colleges.
 - b) **Intermediate Certificate:** Transfer Credit may be given for previous study for up to two courses, with a 50% grade or better in each course, at the Intermediate or Grade 10 level or higher.
 - c) **Advanced Certificate:** Transfer Credit may be given for previous study for up to two courses, with a 50% grade or better in each course, at the Advanced or Grade 11 level or higher.
 - d) **Adult Graduation Diploma:** Transfer Credit may be given for previous study for courses, with a 50% grade or better in each course, at the Provincial or Grade 12 level or higher.

Transfer Credits – Prior Learning Assessment and Recognition

- 4.5 Transfer Credit will not be awarded for course credits acquired through Prior Learning Assessment and Recognition processes.

5. Procedures for Employees Determining Transfer Credit

- 5.1 Department Chairs/Coordinators, in consultation with respective Deans/Instructors, will determine Transfer Credit for courses taken at other post-secondary institutions and that fall within their discipline/department. This assessment can be for direct Assigned Credits where credit is awarded for a specific course or can be for Unassigned Credit for their department where credit is awarded for courses that are related in content to curriculum taught within the discipline, but for which there is no equivalent Okanagan College course. Generally, Advanced Standing will not be awarded but rather all courses are granted transfer credit on a course by course, or cluster credit basis.
- 5.2 Following BCCAT's guidance, in general, Transfer Credit will not be awarded for courses completed 10 years or more prior to the request for transfer unless specially approved by the Registrar and the Dean or designate. In addition, Departments may determine shorter time limits for specific Transfer Credit courses to apply to a credential.
- 5.3 Transfer Credit will be based on equivalency of knowledge and skills or learning outcomes. In order to receive Assigned Credit, a course should be comparable in breadth and depth in its essential features. It is not necessary for all elements of the curriculum to be identical. Generally, a minimum 80% overlap in curriculum is required.

- 5.4 Whenever possible, Assigned Credit will be granted for specific courses rather than Unassigned Credit. For example:

Type	Other Institution	Okanagan College
Assigned - Direct Equivalent	DOUG BIOL 1103	OC BIOL 131 (3)
Assigned - Subject Level	COTR ANTH 105	OC ANTH 2 nd (3)
Assigned - Faculty Level	EC Theatre 100	OC Arts 1 st (3)
Unassigned Credit	EC Visual Arts 100	OC UNCR 1 st (3)
No Credit	COTR ACCT 350	No Credit

- 5.5 Program Deans/Directors are responsible for determining “block transfer program credit” and the Registrar is responsible for establishing and maintaining formal agreements.

Course Substitution

- 5.6 When a student requests a Course Substitution, the Department Chair of the Program in which the student is enrolled, in conjunction with the Department Chair/Coordinator of the course to be substituted will make the decision.

6. Related Acts and Regulations

BC Transfer Guide

British Columbia Council on Admissions and Transfer

7. Supporting References, Policies, Procedures and Forms

Admissions Policy

Prior Learning and Recognition Policy

Transfer Credit Policy

History / Revisions

Date Action

2024-07-17 New Procedure Approved by Executive Team
Procedures for Transfer Credit (TRNPR_2406_AD/PVPA)