

Policy History
Policy No. AR12
Approving Jurisdiction: Senate
Administrative Responsibility: Provost and Vice President Academic
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Transfer Credit & Advanced Standing Procedure

Refer to Section C of this document for a list of definitions in support of the *Transfer Credit & Advanced Standing Policy* and the *Procedures in Support of the Transfer Credit & Advanced Standing Policy*.

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.
- 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 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 documents that are not in English or French, a translation by a certified translator is required.
- e. When course information is reviewed and transfer credit is denied, appropriate reasons shall be stated.
- f. 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 KPU, including undergraduate, vocational, or preparatory.
- g. The grade for transferable courses, equated to the KPU grading system, is recorded on the student's academic record. All transferable courses will be recorded in the student's record, regardless of grade.

- h. The official KPU transcript will indicate the transferred courses, the grade, and the number of credits for which transfer credit is granted.
 - i. Transfer credit decisions are recognized by KPU regardless of a student's program, but the application of transfer credit for any particular program or credential is determined by the department responsible for the program.
 - j. 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 and rationale for a second review.
 - k. Articulation requests may be initiated by BCCAT member institutions. Requests from other institutions will be considered if deemed advantageous to KPU.
 - l. Articulation decisions are usually precedent-setting and will be recorded in KPU's transfer database.
2. Granting credit for individual post secondary courses
- a. Credit for individual courses is given in most situations where equivalencies to KPU 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 KPU courses and programs. A rationale must be given when decisions are not precedent-setting, or when transfer credit is denied.
 - c. When courses have been articulated for precedent-setting transfer to KPU, credential evaluation staff will grant transfer credit according to the articulation arrangements retained in the KPU 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 KPU, 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 undergraduate-level courses from a BCCAT member institution or any public university in Canada.
 - 3) Credential evaluation staff may grant general unassigned lower-level credit for other university level courses from any recognized institution.

- 4) If KPU does not offer the discipline, credential evaluation staff may grant unassigned credit at the upper level when the course is upper-level credit and offered by a BCCAT member institution or a public university in Canada.
 - 5) The Dean responsible for the most closely related discipline may also approve assigned or unassigned upper-level credit. When KPU offers the discipline, it is the responsibility of the designate for that discipline to decide what upper level credit, if any, will be granted.
- ii. Institutions Not Recognized by KPU
 - 1) The decision to award transfer credit for courses from institutions not considered recognized by KPU require approval of the appropriate Senate Committee.
 - 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 Senate Committee, and the transfer credit is approved.
 - iv. Special Types of Programs and Courses
 - 1) Clinicals, practica, field study courses, internships, and cooperative education courses will be given transfer credit according to any existing agreements. When no agreements exist, no transfer credit is assigned by credential evaluation staff; however, the appropriate designate for the discipline may approve transfer credit for courses from recognized institutions that are comparable to KPU courses as per the guidelines above. Such decisions are considered precedent-setting and will be recorded in KPU's transfer database.
 - 2) Graduate course work normally will not be considered for KPU transfer credit at the undergraduate level. At the discretion of the department, some or all graduate work may be evaluated and transferred at the undergraduate level, provided it has not previously been applied to another credential. Transfer at the graduate level requires approval of the University Registrar.
 - 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 KPU course, credit normally will be assigned as follows:
 - 2) 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 KPU.

- 3) Courses with equivalent learning outcomes will normally be given the same number of credits as the KPU course.
- 4) If a student is awarded transfer credit for a course AND takes the same course at KPU, both courses will become part of the student's academic record. Only the higher grade will be recognized for credit and in the calculation of the student's GPA.
- 5) All non-semester based credit will be converted to semester-based credit.

3. Granting block transfer credit

- a. Applicants with a post-secondary undergraduate credential or a vocational certificate or diploma from a recognized institution may be considered for block credit in situations where a formal partnership agreement exists, or in exceptional circumstances where course credit cannot readily be established.
- b. The following guidelines are used to establish block credit:
 - i. The amount of block credit assigned will depend upon the length of the program for which the credential was awarded. For each period of study equivalent to two semesters of full-time study at KPU, programs may receive a block of up to 30 credits. The total number of credits assigned will not exceed the number of credits (equated to the KPU credit system) granted at the originating institution.
 - ii. A student granted block credit will be assigned direct credit for individual courses within the block as determined by the Office of the Registrar. If individual course credit is granted, individual courses will be listed separately (thereby reducing the total number of credits recorded as "block" credit).
 - iii. Block transfer credit is usually general unassigned credit, but may be unassigned credit within a discipline when requested by the designate for the discipline.
 - iv. Block credit will be split in order to award credit at the appropriate level. For example, in awarding credit for a diploma, 30 credits will normally be awarded as 1XXX and another 30 credits as 2XXX.
 - v. Undergraduate, lower-level credit is given for programs KPU classifies as undergraduate programs (except when upper-level credit is approved by the appropriate designate for the discipline; vocational or preparatory-level credit is given for programs that are non-academic).
 - vi. Block credit is not normally given for completed continuing education or non-credit programs, or programs from unrecognized institutions or organizations.

4. Granting cluster credit

- a. Credit for clusters of courses is given where equivalencies to KPU coursework can be established.
 - 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.
5. Granting credit for advanced placement and international baccalaureate
- a. Secondary school graduates admitted to KPU who have completed Advanced Placement subjects will receive advanced standing in accordance with the table of course equivalencies established in consultation with faculty and published by the Office of the Registrar.
 - b. Secondary school graduates admitted to KPU who have completed International Baccalaureate subjects will receive advanced standing in accordance with the table of course equivalencies established in consultation with faculty and published by the Office of the Registrar.
6. Transfer credit as part of academic record
- a. The transfer of credits and the transfer grade point average become part of the student's permanent academic record at KPU. Once transfer credit has been awarded and posted to the student's academic record, KPU 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 KPU course, KPU will grant transfer credit once and only for the highest grade achieved.
 - ii. When a student has repeated a course at another recognized post-secondary institution, KPU 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 KPU.
7. Required documents
- a. Applicants for assessment of credit are responsible for submitting official documents.
 - b. A transcript is considered to be official only when it is sent directly to KPU from the originating institution or issuing body. Hard copies must be received in the original sealed envelope signed by the institution or bearing an official stamp or seal or they will be deemed unofficial. Exceptions may be made when it is not possible for a transcript to be sent directly to KPU, provided the Office of the Registrar can reasonably determine the document's authenticity.

- c. Documents submitted to KPU become the property of Kwantlen Polytechnic University 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 KPU.
 - d. 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.
 - e. If the issuing institution is not able to provide an official document in English or French, KPU 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 KPU will provide the student with a copy for translation.
8. 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. Where the authority for decisions or recommendations rests with the department, the decision will be made by a designate from the most closely related discipline at KPU.
 - d. The Office of the Registrar has the responsibility to maintain a record of precedent-setting decisions.
 - e. The Office of the Registrar has the authority and responsibility to equate the students' grades to KPU's grading system, and to record all transfer credit decisions and appropriate grades in each student's permanent student record.
9. Timeliness of evaluation process
- a. In order to facilitate students' admission, registration and program planning, KPU endeavours to ensure timely evaluation of transfer credit. Normally, the following time limits apply:
 - i. Up to six weeks to assess credit in Admissions, and to send the student a response and/or a 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. Normally, students must request evaluation of transfer credit at the point of application to KPU; however, students may apply up until the completion of 30 credits at KPU. After completion of 30 credits at KPU transfer credit for coursework completed at another institution will not be evaluated.
 - c. KPU students may request transfer credit beyond completion of 30 credits at KPU, but only for credit completed after the commencement of studies at KPU.

- d. Students are responsible for working with an academic advisor to determine if and how transferred courses apply toward satisfying graduation requirements.
- e. Requests for transfer credit may not be submitted once a student has submitted a credential evaluation request. 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 KPU 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).

C. 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 degree completion requirements.
6. **Lower Level:** Coursework that is below 3000-level.
7. **Prior Learning Assessment and Recognition (PLAR):** Through Prior Learning Assessment and Recognition (PLAR), KPU 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.
8. **Recognized Institutions /Advanced Standing programs:**
 - a. KPU 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 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 diploma program
 - vii. Any institution or organization that does not meet the above criteria but which the appropriate Senate Committee 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).
9. **Transfer Credit:** The granting of credit for coursework undertaken at another recognized institution.
10. **Unassigned (Unspecified) Credit:** Credit granted when no direct equivalent is offered at KPU. Unassigned credit is discipline specific, where a corresponding discipline at KPU exists. Where a corresponding discipline does not exist, Faculty-level or General Elective credit may be granted. Unassigned credit is granted at the appropriate year level and may be used towards meeting elective requirements.
11. **Upper Level:** Coursework that is 3000-level or above.

D. RELATED POLICIES & LEGISLATION

Refer to AR12 *Transfer Credit & Advanced Standing Policy*