

E2009 – TRANSFER CREDIT

PROCEDURES

1. PROCEDURES FOR DEPARTMENT

- 1.1** The assessment of courses and programs for transfer credit is the responsibility of the academic departments. Departments will use latitude in recommending transfer credit for courses or programs while preserving the academic integrity of Langara's courses and programs.
- 1.2** In assessing courses or programs, departments will consider the following factors:
 - a. Comparison of detailed content elements
 - b. Comparison of learning outcomes
 - c. Comparison of general subject matter
 - d. Comparison of depth or breadth of coverage of subject matter, even if content details or approaches differ
 - e. Comparison of assessment
 - f. Documented evidence of students' success in subsequent courses
- 1.3** Course and program 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 (refer to BCCAT Guidelines).
- 1.4** Normally a course will be assigned a comparable, but not necessarily identical, number of credits as it received from the sending institution.
- 1.5** Normally a transfer course taken by the student prior to the time that the equivalent Langara course existed in the Langara curriculum will not be granted the Langara course as assigned credit.
- 1.6** Transfer credit for courses taken from institutions within the BC Transfer System, International Baccalaureate program and Advanced Placement programs will have credit assigned in accordance with the equivalencies in the BC Transfer Guide.
- 1.7** Academic departments will endeavour to evaluate transfer credit in a timely manner. Students need their transfer credit assessed as quickly as possible to facilitate program planning and/or registration. Departments are expected to complete transfer credit assessments within 6 weeks of receipt of all documentation needed for the assessment.
- 1.8** If an academic department denies a transfer credit request from an institution or student, the department will provide the reasons for the denial in writing to Registrar and Enrolment Services. On request from the student, Registrar and Enrolment Services will advise the student of the reasons for denial.

2. PROCEDURES FOR REGISTRAR AND ENROLMENT SERVICES

- 2.1 Registrar and Enrolment Services will assist the departments in assessment of transfer credit by confirming that the institution is recognized in its home province or country and by requesting course outlines or other relevant documentation from the student.
- 2.2 Registrar and Enrolment Services will maintain an internal database of courses granted transfer credit and use the decisions already in the database for all future requests for transfer credit. The database includes both formal articulation agreements and internally established precedents
- 2.3 Registrar and Enrolment Services will ensure that the BC Transfer Guide is kept up-to-date with respect to Langara's articulation agreements. Langara's formal articulation agreements with other BC institutions are published in the BC Transfer Guide.
- 2.4 Registrar and Enrolment Services will assign transfer credit for students either on admission or when the student requests it. If the requested course has not been articulated, RES Staff will collect appropriate documentation from the student and forward it to the department for assessment.

3. PROCEDURES FOR STUDENTS

- 3.1 Students applying for transfer credit, over and above any assigned on admission, must submit the following to Registrar and Enrolment Services:
 - a. The fee for transfer credit requests.
 - b. A completed *Transfer Credit Request* form.
 - c. An official transcript from the relevant institution, if not previously submitted. Certified translations are required for official transcripts in a language other than English.
 - d. For BC institutions, students must submit course outlines. For institutions outside of British Columbia, students must submit official course outlines or syllabi. If outlines or syllabi are in a language other than English an official English translation must be submitted along with the document in the other language. Course outlines or syllabi must be for the semester and/or year the course was taken.
 - e. Documents submitted become the property of Langara College. Only irreplaceable documents will be returned to the student and only if the student requests return at the time of submission.
 - f. All official documents in another language must be translated into English by one of the following methods:
 - STIBC: <http://www.stibc.org/> or,
 - MOSAIC BC: <http://www.mosaicbc.com/> or,
 - Other translation services recognized and accepted by Langara
- 3.2 To ensure that transfer courses needed as prerequisites are processed in time for registration, students must submit their transfer credit requests and related documents at least eight weeks before the beginning of the semester in which the transfer courses will be needed as prerequisites.

- 3.3 Transfer credit decisions made by a department are normally considered final. Langara will consider requests for another review only if the student submits to Registrar and Enrolment Services additional relevant information about the course and a written request for a second review.