



PROCEDURES

Title	Transfer Credit
Policy No.	D.3.11
Approval Body	Board of Governors and Education Council (jointly)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	
Effective Date	March 14, 2017

1. Students are responsible for initiating the transfer credit process.
2. Students must complete a transfer credit request form available from the Registrar's Office.
3. Deadlines for transfer credit applications will be established by each program and listed on the college website.
4. Department Leaders will have discretion for overriding the deadline should a student be admitted after.
5. All courses completed outside of the BC transfer system (not in the BC transfer guide) must be assessed to determine whether they are eligible for transfer credit.
6. The Registrar's Office will keep a record of all courses assessed for transfer credit

If courses are from a BC institution:

7. Once an official transcript has been forwarded in a sealed envelope directly from the issuing institution to VCC, or via electronic transcript exchange service where applicable, the transfer credit will be assessed by the Office of the Registrar, if the course has been assessed already and appears in the BC Transfer Guide.
8. If a course has previously been assessed and a record of this exists within the Registrar's Office, the credit will be granted.
9. In the event the course is not in the BC Transfer Guide, course outlines must be provided by the student to determine if transfer credit is suitable.
10. The outlines must be from the year and/or semester in which the courses were taken and be evaluated by faculty with expertise in the area.
11. Course outlines/syllabi must include the following information: comprehensive description of material covered, total number of hours, length of term, texts used and grading profile for each course.

If courses are from outside BC but within Canada:

12. Students must submit an official transcript from the sending institution in a sealed envelope. In addition, course outlines from the year and/or semester in which the courses were taken should also be submitted. It is strongly recommended that students submit all required documentation as soon as possible.
13. If a course has previously been assessed and a record of this exists within the Registrar's Office, the credit will be granted.
14. Course outlines/syllabi must include the following information: comprehensive description of material covered, total number of hours, length of term, text used and grading profile for each course.

If courses are from outside Canada:

15. Students must forward an official transcript to VCC. In the event the transcript is from outside North America, we will return the original copy.
16. Official transcripts should be in the language of the country where the institution is based, and an authenticated English language translation of the transcript must be provided.
17. Course outlines/syllabi must also be provided and should include the following information: comprehensive description of material covered, total number of hours, length of term, text used and grading profile for each course.
18. Students should also provide an authenticated English language translation of associated course descriptions.

RELATED POLICY

Refer to D.3.11 Transfer Credit Policy