

 <p>Procedure</p>	Title: Advanced Standing: Transfer Credit Procedure	
	Policy Reference:	Policy 8614 Advanced Standing
	Effective Date:	2014-08-01

1 Overview

When applicants are admitted to Selkirk College, they may request that their official post-secondary transcripts from other institutions be evaluated to determine academic course equivalency towards Selkirk College courses.

Students who wish to apply for transfer credit must do so at the time of application to the College by submitting a transfer request form, their transcripts and attach other relevant documentation.

Official transcripts will be assessed by the appropriate School Chair, in consultation with the discipline expert, and on their recommendation, transfer credit may be granted by the Registrar.

2 Policy

The policy framework for transfer credit is provided under Policy 8614 *Advanced Standing*.

3 Procedure

- (1) Students will be advised to apply for transfer credit at the time of their application to the College. The process to determine the transfer credit will commence upon the student's acceptance into their program.
- (2) The completed *Application for Transfer Credit* form, official transcript, and other relevant documentation must be submitted to the Registrar's Office.
- (3) A passing grade of 50% or higher is required for awarding transfer credit(s). Some program policies may specify that a passing grade of 50% is not acceptable for graduation or to satisfy the prerequisites for a subsequent course.
- (4) Transfer credit may not be granted for courses for which the length of time since the course was taken has led to the student's mastery of the material not being complete and current. This is especially relevant in a discipline which experiences rapidly evolving change. This information will be reflected in program policy
- (5) The Registrar, upon recommendation of the School Chair and the discipline expert, will determine whether or not transfer credit will be granted.
- (6) For courses completed at post-secondary institutions within British Columbia, the British Columbia Council on Admissions and Transfers (BCCAT) will be consulted for course articulation agreements and block transfers.
- (7) For courses from post-secondary institutions outside of British Columbia but within Canada, the student is required to provide sufficient information for evaluation of course equivalency to the Registrar's Office. Normally, a course outline specifying course content, evaluation methods, and textual materials used is sufficient, but in some circumstances additional information may be requested.
- (8) Credit for course taken outside of Canada may be granted in consultation with International Credential Evaluation Services (ICES). Students with transcripts from outside Canada are required to submit detailed course outlines before credit will be assessed. Transcripts and course outlines in languages other than English must be submitted with official translations into English.

- (9) Credit may be granted for courses that have been deemed acceptable for transfer credit at another accredited British Columbia post-secondary institution.
- (10) Unassigned credit may be granted if the College does not offer an equivalent course in the required discipline.
- (11) The Registrar's Office will advise the student of the final decision regarding their application.
- (12) Transfer credit will be entered on the student's record.



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 301 Frank Beinder Way
 Castlegar, BC V1N 4L3
 Phone: (250)365-1259
 Email: records@selkirk.ca

Application for Transfer Credit

NAME: _____

STUDENT NUMBER: _____

PROGRAM: _____

- PLEASE NOTE:**
1. This Application should be filled out in consultation with the School Chair.
 2. Application for Transfer Credit at Selkirk College must be based upon formal studies at a post-secondary institution.
 3. In order to obtain Transfer Credit for course completed at another institution, official transcripts from that institution must be submitted
 4. Course outlines will be required where Transfer Credit is sought for course completed at institutions outside British Columbia

Please evaluate my transcript from: _____ to establish Transfer Credit at Selkirk College for the courses listed in the left hand column below.

PLEASE PRINT NEATLY

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STUDENT USE ONLY		COLLEGE USE ONLY				
PREVIOUS INSTITUTION		SELKIRK COLLEGE				
Course Name	Course number	Course Name	Course number	Credits	Department approval	Does this course transfer to other institutions
Total Transfer Credits						

___ Transcripts previously submitted

___ Transcripts attached

___ Course outlines attached

DATE OF APPLICATION

APPLICANT'S SIGNATURE

REGISTRAR

Received by: _____

RETURN COMPLETED APPLICATION TO THE REGISTRAR'S OFFICE

FOR RECORDS OFFICE USE ONLY

DATE ENTERED ON STUDENT TRANSCRIPT YEAR ____ MONTH ____ DAY ____.

INPUT COMPLETED BY: _____.