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<b>Approval Authority:</b>	Education Council	<b>Last Approved:</b>	December 15, 2021
<b>Administrative Responsibility:</b>	Office of the Registrar, Department Chairs & Dean's Office	<b>Next Review:</b>	June 2027

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## **PURPOSE**

The Transfer Credit policy is designed to support student access to post-secondary education by ensuring academic integrity and maintaining accountability and transparency. NVIT strives to ensure equitable evaluations that will foster supportive growth and a commitment to promoting access, mobility, academic excellence, and learner-centeredness.

## **SCOPE**

The transfer credit policy applies to all incoming students seeking to transfer credits earned from accredited institutions. The policy covers the evaluation and acceptance of transfer credits for individual courses and block transfer, ensuring alignment with the curriculum and standards of the respective programs NVIT. The policy also addresses the continual maintenance of the British Columbia Council on Admissions and Transfer's (BCCAT) Transfer Credit System (TCS) to ensure NVIT upholds the highest integrity of course and program transferability throughout the province and further.

## **POLICY**

All transfer credit at NVIT must be applied for through the Registrar's Office by completing the Transfer Credit Form, unless the student is applying to a program that requires University Transfer credit for entrance. If so, the transfer credit is automatically processed as part of the application.

No transfer credit will be considered official until recorded on the student's NVIT transcript. Only official transcripts or academic records will be utilized for the purpose of official transfer credit assessment. Preliminary transfer credit may be assessed based on unofficial transcripts and recorded as such. Preliminary transfer credit will not be reflected on a student's NVIT transcript. Preliminary transfer credit will be updated as official transfer credit upon receipt of matching official documents received directly from the issuing institution.

NVIT will adhere to the established guidelines and practices set out by BCCAT as available through the BC Transfer Guide: <https://www.bctransferguide.ca/>

Programs with external accreditation bodies may have particular requirements as determined by licensing standards. As such, program policy and block transfer agreements supersede institutional policy on applicability of transfer credit. Programs subject to this policy include, but are not limited to: Environmental Resource Technician, Health Care Aide, Applied Practical Nursing, and Indigenous Early Childhood Education. Specifically, NVIT's Bachelor of Social Work program falls under policies and

procedures as outlined by the affiliation agreement with Thompson River University (TRU) as well as the accrediting body, the Canadian Association for Social Work Education (CASWE).

Unless otherwise stated in the program completion requirements, NVIT requires a minimum of 50% of the program requirements to be completed at NVIT with up to 50% met through transfer credit from other institutions.

Relevancy of the subject matter is taken into consideration and transfer credit requests will be processed on an individual basis through consultation between the Registrar's Office, Department Chair and/or the Relevant Dean of the program area.

A minimum grade of 60% (letter grade of C in accordance with the NVIT standard grading policy) or higher is required for awarding transfer credit(s).

Transfer credit over 15 years old is not automatically awarded transfer equivalency. All transfer credit over 15 years will be awarded unassigned transfer credit unless specified in a block transfer agreement. Currency of the subject matter is taken into consideration. All transfer credit over 15 years old must be approved by the relevant Department Chair or Dean.

## **PROCEDURES**

### **Department Procedures**

1. Course and program assessment for transfer credit is the responsibility of the academic departments.
2. Transfer credit for courses taken from institutions within the BC transfer credit system, International Baccalaureate program and Advanced Placement programs will have credit assigned in accordance with the equivalencies on the BC transfer guide.
  - a. Transfer equivalency awarded by BC's main research universities (UBC, SFU and UVIC) will guide the assessment of NVIT transfer credit if direct NVIT transfer credit is not apparent on the BC transfer guide. Secondary research universities (UNBC, TRU and Royal Roads) may be considered upon consultation with the Registrar or Dean.
  - b. Out of province transfer credit not on the BC Transfer Guide can be determined by utilizing the corresponding out of province transfer credit system and their province's research universities equivalencies with BC's research universities.
  - c. The TCS will be updated with the transfer credit assessment by the TCS system administrator.
3. Where the BC Transfer Guide cannot be utilised, the Department will be directly responsible for assessing transfer credit.
4. The Department will determine the transfer credit using the issuing institution's course outline correlating to the year the course was offered.
5. Departments will use latitude in recommending transfer credit for courses and programs while preserving the academic integrity of NVIT's courses and programs.
6. In assessing courses or programs, departments will consider comparison of: detailed content elements, learning outcomes, general subject matter, depth or breadth of coverage of subject matter (even if content details or approaches differ), and assessment of the course. Documented evidence of students' success in subsequent courses will also be reviewed.
7. Courses and program transfer credit will be based on equivalency of knowledge and skills or learning outcomes.

- a. To receive Assigned credit, the course should be comparable in breadth and depth in its essential features to the equivalent NVIT course. It is not necessary for all elements of the curriculum to be identical.
  - b. To receive Unassigned credit, the course is recognized for its specific subject and year level, but no direct NVIT course transfer exists.
  - c. Please refer to BCCAT guidelines for more information.  
<https://www.bctransferguide.ca/>
8. A course will be assigned a comparable, but not necessarily identical, number of credits as awarded at the issuing institution.
9. A transfer course taken by the student prior to the time that the equivalent NVIT course existed in the NVIT curriculum will not be granted the NVIT course as assigned credit.
10. To remain learner-centered, departments are expected to complete transfer credit assessments within six weeks of receipt of all documentation needed for the assessment.
11. 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 the Registrar and Enrolment Services. On request from the student, Registrar and Enrolment Services will advise the student of the reasons for denial.

### **Registrar and Enrolment Services procedures**

1. Enrolment Services will assist in the transfer credit process by using the publicly available BC Transfer Guide to assess transfer credit.
  - a. Transfer credit for courses taken from institutions within the BC transfer credit system, International Baccalaureate program and Advanced Placement programs will have credit assigned in accordance with the equivalencies on the BC transfer guide.
  - b. Transfer equivalency awarded by BC's main research universities (UBC, SFU and UVIC) will guide the assessment of NVIT transfer credit if direct NVIT transfer credit is not apparent on the BC transfer guide. Process referred to as triangulating transfer credit. Secondary research universities (UNBC, TRU and Royal Roads) may be considered upon consultation with a Registrar or Dean.
  - c. Out of province transfer credit not on the BC Transfer Guide can be determined by utilizing the corresponding out of province transfer credit system and their province's research universities equivalencies with BC's research universities.
  - d. Triangulated transfer credit will be sent to the system administrator for the TCS to update the system.
2. Registrar, Associate Registrars, and Academic and Financial Planners 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 in the event transfer credit systems cannot be utilized.
3. Registrar, Associate Registrars, and Academic and Financial Planners 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.
4. Registrar, Associate Registrars, and Academic and Financial Planners will help maintain the integrity of the BC Transfer Guide's relevancy for NVIT by communicating any changes or new articulation agreements that come through the Registrar's Office for the BC Transfer Guide are communicated to the system administrator of the TCS for updates.

## Student procedures

1. Students applying for transfer credit, over and above any assigned on admission, must submit the following to the Registrar's Office:
  - a. Application for transfer credit form.
  - b. An official transcript from the relevant institution, if not previously submitted.
  - c. If transferability cannot be determined through previously articulated agreements, students will be required to provide a course outline from the year of course completion.
  - d. Documents submitted become the property of NVIT. Only irreplaceable documents will be returned to the student and only if the student requests return at the time of submission.
  - e. Any transcripts originating from outside of Canada must be evaluated through one of NVIT's accepted credential evaluation services. NVIT must receive the comprehensive report detailing course transfer directly from the credential evaluation service provider. The simplified report will not be sufficient for transfer credit purposes. Accepted credential evaluation services are provided through:
    - i. International Credential Evaluation Service (ICES) <https://www.bcit.ca/ices/>
    - ii. World Education Services (WES) <https://www.wes.org/ca/>
2. To ensure that the 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 required as prerequisites.
3. Transfer credit decisions made by a department are considered final. NVIT will consider requests for another review only if the student submits to the Registrar and Enrolment Services additional relevant information about the course and a written request for a second review.

## DEFINITIONS

**Block Transfer Agreements:** A transfer agreement in which a predetermined number of transfer credits is granted to transferring students who have successfully completed a certificate, diploma, or cluster of courses at another institution. Generally, block transfer is used to award credit for courses that, as a group, are recognized as having an academic wholeness or integrity and that collectively satisfy part of the requirements for another credential (BCCAT, 2019).

**Licensing and Accreditation:** Licensing and accreditation are achieved by meeting the criteria established by provincial and national professional regulatory bodies that review post-secondary curriculum standards and provide consultation to ensure student preparedness for future employment. Accreditation reviews are scheduled based on the requirements of the field and require an in-depth examination of the program, reporting, and on-site visits.

**Official Transcript:** An official transcript is an official record of a student's academic achievements including courses taken, grades earned, and programs completed. Transcripts are official documents and must be received directly from the issuing institution to the intended recipient.

**Regular mail:** An official paper document is sent to NVIT from another institution or organization in a sealed envelope. An official transcript becomes void if the seal on the envelope is broken before it reaches the desired destination.

**Electronic Transcript:** An official electronic document is sent to NVIT from another institution or organization through encrypted channels to safeguard the confidentiality and integrity of the information.

**Transfer Credit:** The granting of credit for courses or programs successfully completed at another institution by another institution.

**Assigned Credit:** Transfer credit that has an equivalent course with matching content at NVIT.

**Unassigned Credit:** Transfer credit that recognizes the subject and year level but no existing course at NVIT has matching content.

#### **RELATED POLICIES**

- A.3.9 Credentials Policy and Procedures
- C.1.1 Academic Appeals
- C.1.2 Accommodation and Accessibility
- C.3.3 General Admission Requirements
- C.3.9 Residency Requirement
- C.3.17 Fees and Charges for Instruction

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