



## RECOGNITION OF TRANSFER CREDIT POLICY

**Policy Name:**  
Recognition





Note: There is a restriction on the amount of credit received from any combination of transfer, advanced placement, international baccalaureate and prior learning assessment (See Credentials Awarded at Douglas College Policy).

## LIMITATIONS

This policy applies only to credit transferred from public institutions within Canada. Credit transferred from *private post-secondary institutions* and *post-secondary institutions outside the country* will be dealt with on an institution-to-institution basis.

## DOCUMENTATION REQUIREMENT

An institution seeking transfer credit articulation with Douglas College will provide institutional documents that have been approved by its appropriate governing body (e.g., Education Council or Senate). These articulation documents should contain (where applicable) the following information: course name, course number, length of instructional period, hours per week (lecture, lab, seminar), prerequisites, objectives or learning outcomes, course content, texts and required readings, methods of instruction, and forms of evaluation.

## RESPONSIBILITY FOR REVIEWING TRANSFER CREDIT REQUESTS

Department Chairs/Coordinators are responsible for determining equivalency and transfer credit for individual courses taken within their departments at other post-secondary institutions. This can be for direct assigned credits where credit is awarded for a specific course or can be for unassigned credit for their department where credit is awarded for courses that are related in content to curriculum taught within the discipline, but for which there is no equivalent Douglas College course.

Deans will identify and consult with appropriate/relevant department Chairs/Coordinators to determine equivalency and transfer credit for courses taken in departments at other post-secondary institutions for which there are no equivalent or related discipline at Douglas College, but there is related content to curriculum taught within the Faculty, and where general elective credits can be awarded.

Deans are responsible for determining “block transfer program credit”.

The Registrar is responsible for granting block transfer of Associate Degree credit.

## CURRENCY

Transfer requests for courses taken seven or more years in the past will be processed on an individual basis. The Registrar may request a review from the appropriate Dean. Douglas College 30.4 (o)p. 9g)-16 4 (e)



F. RELATED ACTS AND REGULATIONS

N/A

G. RELATED COLLECTIVE AGREEMENT CLAUSES

N/A