

**Title:** TRANSFER CREDIT  
**Policy No.** E2009  
**Category:** Student Services

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## 1. PURPOSE

To set out the principles under which Langara College will grant the transfer of credits earned through study at other institutions.

## 2. DEFINITIONS

**Sending institution** - the institution from which a student is transferring.

**Transfer credit** - the granting of credit by one institution for courses or programs successfully completed at another institution and categorized as:

**Assigned credit** - credit granted for a course taken at another institution which has a direct course equivalent at Langara.

**Unassigned discipline/department credit** - credit granted for a course taken at another institution which has no direct course equivalent at Langara but for which Langara has a similar discipline or department.

**Unassigned general credit** - credit granted for a course taken at another institution which has no direct course equivalent and for which Langara has no similar discipline or department.

**Block transfer credit** - credit granted for groups of courses from another institution, usually to be used for credentials such as certificates or diplomas. Credit granted may be different from the amount of credit available on a course-by-course basis. A block transfer credit agreement may include assigned and unassigned credit.

## 3. POLICY

Langara College is committed to enhancing student access to post-secondary education by articulation of transfer credit for students who have completed a portion of their studies at other institutions, thereby facilitating mobility.

Langara College is guided by the following principles:

- 3.1. The primary purpose of transfer is to increase students' access to post-secondary education by facilitating mobility between other institutions and Langara College.

- 3.2. Transfer credit arrangements will maintain the academic integrity of Langara's courses and programs.
- 3.3. Credits from the following institutions will be considered for transfer:
  - a. Institutions included in the BC Transfer Guide.
  - b. Institutions accredited by the appropriate authority responsible for post-secondary education in their country.
  - c. The Advanced Placement Program.
  - d. The International Baccalaureate Diploma Programme.

In exceptional circumstances, an institution that does not meet the above criteria may be approved for recognition by Registrar and Enrolment Services (RES), in consultation with the relevant department.

- 3.4. As much as possible, the granting of transfer credit will allow for maximum recognition of courses completed at another institution.
- 3.5. In order to maximize transfer students' ability to meet program requirements, wherever possible, Langara will grant assigned credit rather than unassigned credit.
- 3.6. Transfer credit decisions are recognized by Langara regardless of the student's program, but the application of transfer credits is determined by program requirements.
- 3.7. The minimum grade required for a student to receive transfer credit for a course is a "Pass" (normally a "P" or "D" as defined by the sending institution.) Some programs or courses may require a higher grade for program progression or course pre-requisites.
- 3.8. Grades for transferred courses are not included in a student's grade point average calculations at Langara.
- 3.9. Recognition of transfer credit by Langara does not imply or guarantee that the transferred credits will be recognized by another institution.
- 3.10. As far as possible, Langara will provide sending institutions with adequate notice and lead time regarding changes to curriculum that may affect transfer agreements.

#### **4. RESPONSIBILITY**

For inquiries relating to this policy, contact the Registrar and Director, Enrolment Services.

5. **REGULATIONS/PROCEDURES**

Transfer Credit Procedures

***Amended by Education Council:*** February 18, 2014  
***Approved by Education Council:*** January 31, 1983