


Policy Name:	TRANSFER CREDIT	
Approved By:	Board of Governors	
Approval Date:	February 8, 2018	
Next Scheduled Renewal Date:	July 2023	
Policy Holder:	Board of Governors	
Operational Lead:	Registrar and Director of Institutional Research	
Policy Number:	EDU-006	

TRANSFER CREDIT POLICY

1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) welcomes students with diverse educational backgrounds. This policy establishes the guidelines through which previous academic accomplishment can be recognized for credit towards credentials at the College. To support student mobility, the College will make every effort to recognize previous post-secondary level academic accomplishments. In addition, the College will follow articulation guidelines to maximize transferability.

2.00 DEFINITIONS

- 2.1 For a list of all definitions related to Educational Policies see [Education Council Policy and Procedure Definitions](#).

3.00 POLICY

- 3.1 The College is committed to providing high quality educational opportunities that create pathways to other post-secondary institutions and careers.
- 3.2 Transfer credit arrangements will maintain the academic integrity of the College's courses and programs.
- 3.3 Transfer credit awarded to one student will be applied to all students until the transfer credit has expired.
- 3.4 As a member of the BC transfer system, the College will be guided by British Columbia Council Admissions and Transfer (BCCAT) articulation principles.
- 3.5 The College will consider granting transfer credit for course work completed at accredited post-secondary institutions outside of British Columbia and worldwide.
- 3.6 The College will consider granting transfer credit for course work completed through International Baccalaureate (IB) and Advanced Placement (AP) programs.
- 3.7 The College reserves the right to request an external credential evaluation for transfer credit from international institutions.

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- 3.8 To be eligible for a CMTN credential, students must abide by the residency requirement. See residency policy.
- 3.9 The College will grant assigned credit rather than unassigned credit wherever possible.
- 3.10 The minimum grade required for a student to receive transfer credit for a course is a “C” or equivalent. Some programs or courses may require a higher grade for program progression or for course prerequisites.
- 3.11 Grades for transferred courses are not included in a student’s grade point average calculation and are not considered for meeting minimum GPA requirements.
- 3.12 Recognition of transfer credit by the College does not imply or guarantee that the transferred credits will be recognized by another institution.
- 3.13 The College reserves the right to impose a time limit for any transfer credits.
- 3.14 If a student’s performance warrants a review of transfer credit granted, the College reserves the right to require the student to make up any deficiencies (without additional credit) before proceeding to studies at a higher level. These decisions are made at the cluster level.
- 3.15 Students may appeal any decisions regarding transfer credit.

4.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 4.1 [EDU-006P, Transfer Credit Procedures](#)

5.00 HISTORY

Created/Revised/ Reviewed	Date	Author’s Name and Role	Approved By
Created			