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Next Review Date

1. REGULATIONS AND PROCE

Office of the Registrar

Within the terms of Policy 107 and the limits of these regulations and procedures, will:

- 2.6 Determine if an institution is recognized, or not recognized, for the purpose of the policy.
- 2.7 Facilitate and coordinate the timely review of courses from sending institutions by academic departments and schools.
- 2.8 Assess undergraduate transfer credit based on established national and international practices, previous decisions, and formal agreements.
- 2.9 Maintain a list of course transfer credit decisions.
- 2.10 Maintain a copy of all Transfer and Articulation Agreements.
- 2.11 Provide and maintain information for students about transfer credit procedures, course equivalencies, and transfer articulation agreements.
- 2.12 Participate in the review process when considering Transfer and Articulation Agreements.

Students

- 2.13 Provide an official transcript from post-secondary institutions attended.
- 2.14 When requested, provide an official course outline.

3. ASSIGNMENT OF CREDIT

Courses may be transferred as assigned credit, unassigned discipline credit by level, and general elective credit by level. A significant overlap in curriculum and learning outcomes (approximately 80%) between courses is generally expected to result in assigned credit for specific courses.

Credit for individual courses is given in most situations where equivalencies to UFV courses can be established. The content of multiple courses from another institution may be combined to meet the learning o

program material, recommends transfer credit to the Undergraduate Education Committee with supporting documentation and rationale. This process is similar to that described above for UFV-initiated requests.

Documents

3.14 Applicants for assessment of credit are responsible for submitting official documents.

3.15 In cases where a more detailed assessment is required by either the applicant or a program area, the applicant will be asked to provide detailed course or program information.

3.16 If a document is not in English, the applicant will be required to provide the document in the original language, along with an English translation by a certified translator.

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