

## POLICY AND PROCEDURES

POLICY NAME: Assigning Credit and Granting Credentials	POLICY NUMBER: 2.1.4	CATEGORY: Academic
RESPONSIBLE EXECUTIVE: Registrar	APPROVAL AUTHORITY: Senior Leadership Team	EFFECTIVE DATE: April 8, 2021
NEXT FULL REVIEW DATE: April 7, 2026	REVISED: NOVEMBER 9, 2023	REPLACES:

### Purpose

This policy outlines the types of credentials offered by Coquitlam College (the College) and sets out the requirements for awarding these credentials.

### Scope

This policy applies to all University Transfer credentials issued by the College.

### Policy Statements

1. The College understands the importance of student mobility between post-secondary institutions and recognizes credits earned by students at other post-secondary institutions.
2. All credits and credentials are documented and issued through the Office of the Registrar.
3. The College identifies the minimum requirements for a student to be eligible for a credential.
4. A maximum duration for a student to achieve a credential is applicable to all programs. Normally, this is: three years for a certificate, five years for a diploma, and seven years for a degree. Students may apply to the Office of the Registrar for an extension.
5. The President or delegate has the authority, on a case-by-case basis to make exceptions to the minimum requirements.

### Procedures

1. The College offers the following credential in the University Transfer program:
  - Associate Degree: A program involving two years of university-level study in Arts and consisting of 60 credits. It is equivalent to the first two years of a four-year baccalaureate degree.
2. The following criteria will be used to determine a student's eligibility for a credential:
  - a. Successful completion of all program requirements.
  - b. A minimum cumulative grade point average of 2.0 for the Associate of Arts Degree program.
  - c. The prescribed number of program credits have been completed at the College. See Transfer Credit section for full details.
  - d. All program requirements were completed within the specified time period.
  - e. The student is in good financial standing.
3. Courses can only be counted once per credential.

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4. To receive a credential, students must complete the Request for Certificate/Diploma/Degree form and submit it to the Office of the Registrar for approval.

### Academic Records

5. The College provides students their academic records in the form of:
  - a. Transcript: An official statement of a student's academic achievements and bears the College seal and President's signature. It includes the course name, grade point average (or grade), number of credits completed and transfer credits (if applicable).
6. Students have access to their unofficial transcript on the College student portal.
7. Students may request a copy of their official transcript online or upon written request to the Office of the Registrar.
8. A student's academic record will not be given to any agency or person without a written letter of permission from the student.
9. Academic records will only be released if the student has no outstanding financial obligations with the College.
10. Students may request that transcripts be sent to educational institutions, employers, or other authorized agencies. A fee will apply.
11. Requests to send transcripts should be made well in advance of the time required. The College will not guarantee delivery of transcripts on short notice.
12. The College will archive student files and academic records a minimum of 55 years from the time a student graduates or withdraws.
13. The College will retain academic records appearing on a transcript indefinitely.

### Transfer Credit

14. Students are eligible to transfer university courses towards their degree to courses taken within British Columbia (BC) and that are on the BC Transfer Guide. However, the College affirms the principles of the Pan-Canadian Protocol on University Transfer.
15. The College will not transfer international transfer credits unless previously granted credit by a Canadian research university.
16. Students may transfer up to 10 courses (30 credits) from another post-secondary institution towards the Associate of Arts Degree.
17. Each transfer course will only be counted once toward the completion of the program.
18. Credit is normally given for courses completed within 7 years.
19. Transfer credits will appear on the College transcript and are not used to calculate a student's grade point average.
20. Official transcripts must be submitted to receive credit.
21. Students must complete their final three (3) courses at Coquitlam College regardless of courses transferred.
22. Students may appeal a transfer credit evaluation by writing to the Head Academic Advisor requesting a re-evaluation of transfer credits and providing additional information to support that request. If there are reasonable grounds for appealing the decision of the Head Academic

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Advisor, the student may send a letter of appeal to the Chief Academic Officer. The Chief Academic Officer's decision on transfer credit appeals is final.

### **Definitions**

Cumulative, Program Grade Point Average: A weighted average of grades earned in courses designated as eligible for inclusion in the requirements for a credential.

Transfer Credit: The granting of credit for a course successfully completed at another formally recognized educational institution and/or through a professional organization or other agency and/or by recognized foreign credential assessment. Credit for such learning will be formally acknowledged and noted on a student's formal transcript.

### **Related Documents**

A-5.1 Transfer Credit Practices Departmental Guidelines