

## **Transfer of Credit Policy**

### **Transcripts**

Official transcripts must be sent to the Admissions Office prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling. Transcripts received after the student's first quarter of attendance may be considered for transfer credit at the discretion of the Chief Academic Officer.

### **Course Descriptions**

The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework. Official course descriptions from the college where the credit was earned, or a college catalogue will be used to determine comparability and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

### **Total Allowable Transfer of Credit**

Students must earn a minimum of 50 percent of the total program credits required for graduation in residency at the College, for any given program. Therefore, students may only be granted a maximum of 50 percent of the total program credits required for graduation through transfer credit earned at an outside institution, proficiency testing and/or portfolio or work experience review. Due to provincial and regulatory considerations, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

### **Level of Transfer Credits**

Only college-level credits (100 level course or equivalent and above) taken at a recognized institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer.

### **Grades of Transfer Credits**

Only courses with an earned grade of "C" (2.0 on a 4.0 scale) or higher will be considered for transfer credit. Where a percentage or point system is used, only courses with earned scores of 68% and above will be considered for transfer credit.

### **Course Prerequisites and Sequence of Courses**

Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

### **University Transcripts with Credit/No Credit Course Grades**

Recognized colleges and universities where courses are offered for credit/no credit and no allowable grade is earned in major courses according to existing regulations will be converted to

a grade by the registrar's office. Credit grades will be converted to a "C" and no credit grades will be converted to an "F".

### **Proficiency Credit from External Sources**

No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

- **Advanced Placement.** Some foundation courses can be obtained through College Board's AP Studio examinations. Students who take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary College may receive proficiency credit. This score applies to all subjects. All materials must be received from the Scholastic College Board organization and evaluated prior to the end of the schedule adjustment period (add/drop) of the student's first quarter of attendance.
- **College Level Examination Program (CLEP).** Complete the College Level Examination Program (CLEP) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to university courses prior to the end of the scheduled adjustment period (add/drop) of the student's first quarter of attendance.
- **Articulation Agreement Credit.** Successfully complete programs included in articulation agreements that have been established between the University and their high Colleges.
- **Internal Proficiency Testing for Credit.** Requests for testing out of specific courses approved by the College must be made through the Program Director prior to the class start. (Please refer to the PLAR policy below.)
- **Experiential Learning.** Students may request advanced standing for experiential learning. Students will present relevant work or life experiences for review by the Chief Academic Officer or designee. The Chief Academic Officer or designee will have the necessary forms for the student to complete. Documentation such as portfolios, writing samples, publications, verification of employment, and references represents a sampling of what may be requested by the Program Director from the student in order for the advanced standing review to be completed. (Please refer to the PLAR policy below.)
- **Portfolio Review for Credit.** Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start. (Please refer to the PLAR policy below.)

## **Transfer of Credit After Matriculation**

### **Concurrent Enrollment**

Requests for transfer of credit from recognized institutions of higher education, for a course taken concurrently with the student's full-time schedule (at the student's own expense), and after a student's matriculation, may be made to the Chief Academic Officer. Transfer Credit may be awarded if all other criteria for transfer of credit are met, and if the secondary institution permits concurrent enrollment.

### **Approval Needed**

Requests for concurrent enrollment in a course at another college or university while the student is at full-time status must be approved by the Liberal Studies Director, the Program Director, or the Chief Academic Officer prior to enrollment in the course.

### **Full-time Status**

The student must be enrolled full-time at all times during the concurrent enrollment at another college or university.

### **One Course Limit**

Only one course per quarter in concurrent enrollment is permitted.

### **Grading**

The concurrent enrollment course must be passed with a grade of "C" (2.0 on a 4.0 scale) or higher. The student's record at LCV will reflect a "K" grade. The grade will not be factored into the GPA or the CGPA.

### **Completion Deadline**

Transfer credit after matriculation must be completed prior to the student's final term of study. Credit will be awarded for the course when official documentation that the course was successfully completed is provided by the secondary institution, as defined above.

### **Total Allowable Transfer of Credit**

Students must earn a minimum of 50 percent of the total program credits required for graduation in residency at the College, for any given program, receiving credits from alternative sources, including another College. Therefore, students may only be granted a maximum of 50 percent of the total program credits required for graduation through transfer credit earned at an outside institution, proficiency testing and/or portfolio or work experience review. Due to provincial and regulatory considerations, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

**Transcripts**

Official Transcripts must be sent to the Chief Academic Officer upon successful completion of the concurrent enrollment course.

**Transfer Credit Upon Re-Entry to the Institution**

Requests for transfer of credit from recognized institutions of higher education for a course taken while a student was not in attendance, but after a student's initial matriculation at the College, may be made to the Chief Academic Officer. Transfer Credit may be awarded if all other criteria for transfer of credit are met.