

# BRIERCREST

## Briercrest College & Seminary Policy on Credit Transfer & Recognition of Prior Learning

Updated June 4, 2013

### Background

BCS has been involved from the beginning in developing the Provincial Framework for Recognition of Prior Learning (RPL) and follows the framework which can be found at the Saskatchewan Learning website: <http://www.aeel.gov.sk.ca/rpl/>

RPL includes recognition practices undertaken in the fields of prior learning assessment and recognition, credit transfer, and qualification recognition. BCS has a process for both prior learning and credit transfer but does not participate in qualification recognition.

BCS supports RPL practices in order to give students and applicants fair and reasonable academic credit for work which has been undertaken at another institution, in work or life experience, and to reduce the likelihood of a student repeating academic work in which he or she has already learned.

### Policy Statement

BCS will evaluate prior learning gained from formal, informal and non-formal processes. BCS considers credit transfer from all accredited post-secondary institutions for courses of similar content and standards. Transfer credit from non-accredited institutions is considered on a case-by-case basis. Prior learning assessment services will be provided to determine credit for equivalency to a BCS course or program.

### Eligibility

- To be eligible for transfer, courses must be taken for credit and receive a passing grade from the institution of origin. Courses from non-accredited institutions must have at least a 65% (C) to be considered for transfer.
- The amount of credit may be limited depending upon the program in which the student chooses to enroll.
- Students who wish to graduate with a BCS degree must fulfill the residency requirement (see page 16 of the College Calendar available at <http://www.briercrest.ca/current/college/academics/college-calendar/>)
- Previous Service Learning and Internship credit cannot be used to exempt a student from Internship or Experiential Integration requirements at BCS.
- Students with substantial ministry and/or life learning experience prior to enrolling in BCS may use the [Prior Learning and Ministry Assessment](#) process to pursue the possible awarding of credit.

## Guidelines

- Authority for evaluation of transfer credit rests with the Registrar's Office.
- Grades obtained in courses taken at other post-secondary institutes are not included in calculating the grade point average for graduation.<sup>1</sup>
- Students who seek admission to BCS with advanced standing must submit a web link to or printed copy of the calendar of the university where they have previously studied plus a copy of each course description. If the material is in a language other than English or French, a notarized original translation must be provided for the courses being requested for transfer credit.
- It is the student's responsibility to request their previous school send their official transcript to the Admissions Office for determination of any transfer credit.
- If you successfully challenge a course for credit at another institution, BCS will accept that transfer credit if the sending institution is properly accredited and the course would transfer to BCS. Official documentation of successful course challenge must be provided to BCS.

## Types of transfer credit

- **Courses taken at other colleges and universities** - Ask your previous institution(s) to mail BCS an official copy of your final transcripts. [Click here](#) for step by step instructions of how to get credits transferred to BCS.
- **CEGEP** - students who would like to have CEGEP courses considered for credit transfer must submit official transcripts and an institutional calendar that includes descriptions of courses taken. Students are required to graduate with a successful completion of a CEGEP program including academic subjects with a 60% average. Students who have completed a two-year CEGEP program may be eligible for transfer credit up to a maximum of 30 credit hours. A minimum grade of 65% must be achieved for a course to be considered for transfer credit.
- **Advanced Placement Courses** - Secondary School students who have completed Advanced Placement (AP) exams with a grade of at least 3 shall be granted advanced standing credit. An official AP transcript is required.

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<sup>1</sup> Students pursuing a partnership Education degree through Briercrest and Minot State University and who have been granted transfer for ENG 100 Literature and Composition I, ENG 101 Literature and Composition II, or COMM 104 Public Speaking must have achieved a grade of 70% or higher for the equivalent course from the sending institution in order for it to be accepted into the College of Education and Health Sciences at MSU.

- **International Baccalaureate** - transfer credit will be granted to students in the IB Program if a student has completed individual International Baccalaureate courses with a grade of 5 or higher. An official IB transcript is required.
- **Prior Learning & Ministry Assessment** – The PLMA process is available for Students requesting academic credit for learning/experience that is informal or non-formal (i.e., it is not listed on a transcript) [Click here](#) for detailed information.
- **Challenge Exam** - BCS has provision for challenging a course for credit via the completion of a Challenge Exam. [Click here](#) for detailed information.

### **Appealing Transfer Credit Decision**

If you think you have a valid basis for appealing a transfer credit evaluation, you can appeal through the [Academic Services](#) office. You will be asked to provide evidence that an adjustment to the transfer credit decision is merited. This evidence will be reviewed by an Appeals Committee.

### **Transfer of Credits for Courses Taken after Admission (Post-Admission Credits)**

Admitted full or part time students, and students on leave, who wish to take courses offered by other post-secondary institutions towards their program at BCS must apply through the [Academic Services](#) office for a letter of permission to be a visiting student. The courses to be taken must be specified. Following completion of the approved courses, an official transcript must be sent from the host institution to BCS in order for any transfer credits to be applied to the student’s file.

### **Credit Transfer to Other Colleges and Universities**

BCS offers a number of courses that are transferable to other colleges and universities. Each institution determines which credits taken at BCS will transfer into a student’s program of study based on the program requirements of the chosen degree. It is advisable to consult with the school you are applying to regarding transfer credits. Many provinces and institutions provide online credit transfer guides to assist students with their transfer inquiries. For a listing of common universities and colleges with transfer agreements and that accept BCS transfers, see the “Transferring Out” section at <http://www.briercrest.ca/current/college/academics/credit-transfer/>.

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