

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

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### **Background**

BCS has been involved from the beginning in developing the provincial framework for Recognition of Prior Learning (RPL) and follows the framework found at the Saskatchewan Learning website: [www.aeel.gov.sk.ca/rpl/](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 that has been undertaken at another institution, in work, or in life experience, and to reduce the likelihood of a student repeating academic work in which he or she is already competent.

### **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 with 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 enrol.
- Students who wish to graduate with a BCS degree must fulfill the residency requirement. ([See page 11 of the college catalogue.](#))
- Previous Field Education and Internship credit can be evaluated for academic credit when the information appears on a transcript, but it cannot be used to exempt a student from Internship or Experiential Integration requirements at BCS.
- Students with substantial ministry experience prior to enrolling in BCS may use the [Prior Ministry Assessment application](#) to request that their ministry experience be applied toward Field Education 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.
- 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 and 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 on how to have credits transferred to BCS.
- **CEGEP (Quebec):** Ask your previous institution(s) to mail BCS an official copy of your final transcripts. [Click here](#) for guidelines.
- **Secondary school Advanced Placement Courses:** Students who have completed Advanced Placement (AP) exams with a grade of at least three shall be granted advanced standing credit. An official AP transcript is required.
- **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 five or higher. An official IB transcript is required.
- **Prior Learning Assessment and Recognition** is available for students requesting academic credit for learning/experience that is informal or non-formal (i.e., not listed on a transcript). [Click here](#) for detailed information.
- BCS has provision for **challenging** a course for credit. [Click here](#) for detailed information.

### **Appealing Transfer Credit Decisions**

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 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.

### **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. For a listing of common universities and colleges with transfer agreements and that accept BCS transfers, [click here](#). Several provinces provide online credit transfer guides (like [SaskCAT](#) in Saskatchewan) that assist students with their transfer inquiries.

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