



ALBERTA BIBLE COLLEGE

Policy on Transfer Credit

Date Approved: 08/25/21	Status: Approved
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ABC Department: Academic Department

Scope of this policy: This policy covers transfer of credit from other post-secondary institutions.

Preamble/Rationale for Policy:

All post-secondary educational institutions admit students who wish to transfer credits from other institutions. In addition, ABC promotes degrees in both the College and in PACE as a degree-completion programs, which implies that students seeking to complete a degree at ABC will necessarily transfer in credits from other institutions. It is incumbent upon ABC to have policies and procedures that ensure consistency, balance, and fairness in the evaluation of transfer credits so that incoming students may be apprised of how many credits ABC will receive in transfer. This enables transferring students to know, as part of the admissions process, how many credits will be required to complete their program of study. Finally, ABC's accrediting organization, ABHE, requires ABC to have in place "Evaluation procedures that reasonably ensure admitted students have attained the requisite educational level and possess the ability to achieve their educational goals."¹

Definitions:

- "Transfer" refers to the movement of a student from one post-secondary institution to another.
- "Transfer credit" refers to "Academic credits completed at another institution and applied to an academic program in process according to the institution's policies."²
- "Accredited" refers to the "Recognition that an educational institution is voluntarily maintaining the standards of a nongovernmental accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation."³

Policies for transfer of credit from accredited institutions:

1. Transfer credit is permitted from other accredited educational institutions. For transfer of credit from non-accredited educational institutions, see the "**Policies for transfer of credit from non-accredited institutions**" below.
2. Transfer credits must be either:
 - a. a near-equivalent to an ABC program requirement,
 - b. or they must fit within the allowable number of elective or general education credits in the student's program.

¹ "Institutional Accreditation Standards, Standard 7b. Admissions, Essential Element 2," *Commission on Accreditation Manual 2021-Changes* (Orlando, FL: The Association for Biblical Higher Education Commission on Accreditation, 2021), 23.

² "Transfer Credit," in "Glossary," *Commission on Accreditation Manual 2020* (Orlando, FL: The Association for Biblical Higher Education Commission on Accreditation, 2020), 210.

³ "Accreditation," in "Glossary," *Commission on Accreditation Manual 2020* (Orlando, FL: The Association for Biblical Higher Education Commission on Accreditation, 2020), 199.

3. Transfer credits do not contribute toward the student's GPA at ABC.
4. The maximum number of credit hours that may be transferred into ABC programs are:
 - a. for one-year certificates: 6 credit-hours;
 - b. for two-year diplomas: 16 credit-hours;
 - c. for four-year degrees: 68 credit-hours.
5. Up to 48 credit-hours of technical/business trade credits may be transferred to an ABC degree programs. Moreover, up to 48 hours from a technical/business/trade institution may be combined with up to 20 credit hours in Humanities and Arts (General Education) and transferred to an ABC degree program. (Whatever the combination, the total number of transfer credits must not exceed 68 credits for a degree.)
6. A trade ticket (or similar training), where a 'traditional' transcript or course load is not available or part of the program, is generally awarded a maximum of 32 credit hours.
7. Credits to be transferred into an ABC program must be supported by an official transcript from the institution from which they were taken and must apply to the degree being taken at ABC (see policy 2 above).
8. Courses in which less than a C grade was earned (2.0 on a 4.0 scale) are not transferable. If grades are reported in percentages, courses in which a mark of 65% or above was achieved will be considered as transfer. On a 9-point grading system, a course must have a mark of 5 or better to be considered for transfer credit.
9. It is not academically acceptable to apply credit used to fulfil the requirements of one bachelor's degree toward the completion of a second bachelor's degree, unless the student is working toward two degrees from the same institution.
10. Credits earned more than 20 years prior to the application for transfer credit will not be accepted in transfer to ABC without approval of the Academic Dean.
11. Transfer credits will not be granted for courses taken at private career colleges.
12. Students applying for transfer credit from abroad are required to have their degrees validated by either IQAS or WES, or another equivalent organization.
13. Alberta Transfer Guide
 - a. As applicable to ABC, the Alberta Transfer Guide gives an initial listing of courses that have already been approved for transfer between various institutions.
 - b. For institutions not listed, ABC operates with an 'established credibility' philosophy. Provincially or federally recognized Canadian or U.S. universities or colleges are qualified sending institutions. Schools with A.B.H.E. accreditations are qualified sending institutions.
 - c. Other institutions that do not have some kind of provincial, state or federal accreditation or recognition are evaluated on a case-by-case basis (see "**Policies for transfer of credit from non-accredited institutions**" below).
 - d. Transcripts from non-Canadian or U.S. schools are evaluated on a case-by-case basis.
14. Students who find the decisions regarding their transfer credit unsatisfactory have the right to appeal to the Academic Dean. Appeals must be submitted in writing to the Academic Dean within 30 days of receipt of the transfer credit decision.

Policies for transfer of credit from non-accredited institutions:

1. Policy regarding evaluation of credits from non-accredited institutions.

In order for transfer credits from non-accredited institutions to be evaluated⁴ ABC may exercise one or more of the following options:

- a. Evaluation of student competency through the use of comprehensive examinations.
 - b. Evaluation of course materials submitted by the student requesting the transfer credits, including but not limited to: institution catalogs/calendars; course syllabi; grading standards (especially grading rubrics); faculty credentials; other relevant learning resources provided by the student's prior learning institution.
 - c. Analysis of historic student success exhibited by students transferring from a particular institution.
 - d. Successful completion (minimum GPA of 2.0) of a prescribed amount of study at ABC. This must be negotiated with ABC's Academic Dean and Registrar prior to commencement of study at ABC.
2. Policy regarding Discipleship/Mission schools.
Up to 32 credit hours may be transferred in from Discipleship/Mission schools (e.g. YWAM, Capernwray, Venture Teams International, Montana Wilderness School of the Bible, Mount Carmel Bible School, etc.), with a minimum C grade, and receipt of official transcript(s).
3. Policy Regarding Royal Conservatory of Music Credits
- a. On the basis of the typical hours of instruction spent in qualification, three (3) CDC credits will be granted for the following (see also item 6 below, "Credited by Demonstrated Competency (CDC)":
 - Grade 9 Piano/Practical
 - Grade 10 Piano/Practical
 - A.R.C.T. Piano
 - Grade 3 Harmony
 - Grade 3 History
 - Grade 3 Counterpoint
 - Grade 4 Harmony
 - Grade 4 History
 - Grade 4 Counterpoint
 - Grade 5 Harmony
 - Grade 5 History
 - Grade 5 Counterpoint
 - b. The granting of these credits will follow the same procedures (rules & stipulations) as other CDC credits (fees, etc.) and will be included in the 32-credit maximum
4. Policy regarding Performing Arts Transfer Credits.
ABC accepts Performing Arts courses provided they are designated as being taken for credit by the sending institution. Private lessons (vocal or instrumental) can be accepted for credit provided the lessons are being taken through a qualified/recognized instructor and the time spent in private lessons is equivalent to the time spent in the regular course. A letter from the instructor indicating this is required.

⁴ "Policy on Validating Credits Earned at Unaccredited Institutions," *COA Manual* (ABHE Commission on Accreditation, 2020), 74.

5. Policy Regarding Professional In-service Training.

ABC accepts professional in-service training, such as may be found in health care, social work, and education, based on the following formula:

- a. 25 hours of contact time with no outside requirements = 1 credit hour;
- b. 35 hours of contact time with outside requirements = 3 credit hours.
- c. In all cases the hours taken must be documented by the agency providing the in-service training.

6. Credit by Demonstrated Competency (CDC).

Credit by Demonstrate Competency refers to that learning gained from ministry and/or nontraditional, non-credit education. Many potential students contact ABC as mature students who want credit applied to our programs for previous learning experience in ministry and/or nontraditional education. The following policy guides ABC in the awarding of such credit.

a. The Application Guidelines & Procedure

- i. A potential student seeking CDC credit must be 21 years of age. A former ABC student could apply for CDC credit following a 5-year absence from the college.
- ii. The student seeking CDC credit will submit pertinent documents, along with an evaluation fee. This should be done before full-time enrolment in ABC.
- iii. The portfolio will be evaluated in its entirety (that is, all credit sought will be applied for at this time) prior to a student's initial full-time registration. This assessment will be done by the Academic Dean and two other faculty members.

b. Three types of CDC

- i. Sponsored Professional Training – learning that has taken place in a relatively formal way sponsored by some organization.
- ii. Learning Application Essay – unsponsored, but collegiate level learning for which no credit has been received
- iii. Learning Application Portfolio – the student would submit a portfolio of their ministry experiences along with appropriate documentation.

c. The Awarding of Credit for CDC

- i. Credit granted will be for learning that is college-level.
- ii. Credit granted will replace specific courses and areas in a student's chosen program. These courses and areas will primarily be from the Professional Studies area of the curriculum.
- iii. Credit may be granted for several Bible/Theology and/or General Education courses upon the additional condition of passing tests in the appropriate courses.
- iv. One credit will be awarded for every 15 hours of documented learning in non-traditional courses which involved homework and testing.
- v. One credit will be awarded for every 30 hours of documented learning in non-traditional courses.
- vi. One credit will be awarded for every 50 hours of documented learning in ministry experience.
- vii. A fee will be assessed for each credit awarded (\$100 per credit hour granted).

- viii. No more than 32 hours of total credit may be awarded through CDC.
- ix. No more than 32 hours of credit may be awarded through either ministry experience or non-traditional courses/programs.
- d. Credit for CDC will be applied to a student's program upon completion of one year (32 credit hours at ABC) of studies and the payment of fees assessed for each credit.

Procedures:

1. Upon receipt of an admissions file, the reviewer will evaluate the file for potential transfer credits. In particular the evaluation will check for:
 - a. The student's desired program of study, and the number of General Education or Program Elective credits available for transfer.
 - b. Official transcripts from other educational institutions (unofficial transcripts may be used for transfer credit evaluation, but transfer credit will not be awarded until an official transcript has been received).
 - c. The educational institution's accreditation.
 - d. The number of years since the credits requested for transfer were taken.
 - e. Whether or not a Bachelor (or higher) degree was conferred using the credits in question. If a Bachelor (or higher) degree was conferred, no transfer of credits will be possible.
2. If the educational institution is accredited, and if transfer of credits is possible:
 - a. The reviewer will begin filling out a Credit Transfer Worksheet, assigning transfer credits to their appropriate place in the worksheet, as either General Education or Program Elective transfer credits.
 - b. The reviewer will determine if other transfer credits are possible (i.e., Bible Electives). Bible/theology electives from ABHE or ATS accredited institutions will be accepted in lieu of their ABC equivalent. For equivalency, a rule-of-thumb is that 80% or more of the course content and/or student learning objectives must match.
 - c. Transfer credits will be entered into the Credit Transfer Worksheet, up to the program maximums (see **Policy 4 in Policies for transfer of credit from accredited institutions**, above).
 - d. Transfer credits will then be entered into Populi and assigned to the appropriate section of the student's Degree Audit.
 - e. The student's transfer credits, along with an explanation of the reviewer's decisions, will be listed in ABC's acceptance letter to the student.
3. If the educational institution is not accredited, but transfer of credits is possible (see "**Policies for transfer of credit from non-accredited institutions:**" policies 2-6 above):
 - a. The reviewer will begin filling out a Credit Transfer Worksheet, assigning transfer credits to their appropriate place in the worksheet, as either General Education or Program Elective transfer credits.
 - b. Transfer credits will be entered into the Credit Transfer Worksheet, up to the program maximums (see **Policy 4 in Policies for transfer of credit from accredited institutions, above**), and other transfer credit maximums (i.e., CDC maximums).
 - c. Transfer credits will then be entered into Populi and assigned to the appropriate

section of the student's Degree Audit.

- d. The student's transfer credits, along with an explanation of the reviewer's decisions, will be listed in ABC's acceptance letter to the student.
4. If the educational institution is not accredited, and transfer of credits is not possible without further information (see "**Policies for transfer of credit from non-accredited institutions:**" policy 1 above):
 - a. The reviewer will explain why transfer of credits is not possible, along with an explanation of the student's options, in ABC's acceptance letter to the student.
 5. If the transfer request is received after a student is admitted, the above procedures will be followed except that:
 - a. Requests for transfer credit will not be accepted if the student is in the final year of a four-year program of study because of the difficulty of fitting transfer credits into a student's program late in their program of study.
 - b. The reviewer will review the transcripts in the student's file for possible transfer credits.
 - c. A letter will be sent to the student in addition to their original admissions acceptance letter.

Related Information:

Sources:

"Alberta Transfer Guide," <http://transferalberta.alberta.ca/>.

"How Transfer Credit Works," <http://transferalberta.alberta.ca/>.

"Joint Statement on the Transfer and Award of Credit," American Association of College Registrars and Admissions Officers, American Council of Education, Council for Higher Education Accreditation, October 2, 2017.

"Policy on Transfer and the Award of Academic Credit," *Commission on Accreditation Manual 2020* (Orlando, FL: The Association for Biblical Higher Education Commission on Accreditation, 2020), 70-73.

"Policy on Validating Credits Earned at Unaccredited Institutions," *Commission on Accreditation Manual 2020* (Orlando, FL: The Association for Biblical Higher Education Commission on Accreditation, 2020), 74.

"Frequently Asked Questions," BC Transfer Guide, <https://www.bctransferguide.ca/transfer/faq>.

"How Transfer Works," BC Transfer Guide, <https://www.bctransferguide.ca/transfer/how>.

"Johnson University Transfer and Admissions Information," <https://www.collegetransfer.net/JohnsonUniversity/TransferProfile/tabid/145/Default.aspx>.

"Johnson University Transfer Credit Policy," <https://www.collegetransfer.net/JohnsonUniversity/TransferProfile/tabid/145/Default.aspx>.

Transfer Credit Assessment: A Survey of Institutional Practices, prepared for BCCAT (BC Council on Admissions & Transfer) by I.S. Educational Consulting Inc., 2015.

"Transfer Credit Form," University of Calgary, <https://www.ucalgary.ca/registrar/faculty-and-staff/transfer-credit-form>.

“Transfer Credit/Advanced Standing,” University of Calgary, <https://www.ucalgary.ca/pubs/calendar/current/a-12.html>.

“Transfer Credit,” Ambrose University, <https://ambrose.edu/registrar/transfer-credit>.

“Transfer Credit and PLAR,” Mount Royal University, <https://catalog.mtroyal.ca/content.php?catoid=5&navoid=170&print>.

“Transfer Students: Undergraduate Admissions & Programs,” University of Alberta , <https://www.ualberta.ca/admissions/undergraduate/resources/transfer-students.html?>.

“Transferring Courses,” Abilene Christian University, <https://www.acu.edu/admissions-aid/transfer/transferring-courses/>.

Policy History

Date	Revisor’s Name	Key Changes	Approved By
8/25/21	David Ford	draft for review/approval of Cabinet	Cabinet, 8/25/21

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