

Course Transfer From Other Institutions

Alberta Bible College seeks to maximize the amount of transfer credit given for students provided the credit accepted for transfer meets the objectives of the chosen program. Individuals who seek transfer credit must request that official transcripts from all previously attended post-secondary institutions be sent directly to the Registrar. When transfer of credits is requested during the application process, the Registrar and/or Academic Dean will perform a transfer credit audit as part of the application review. The results of the transfer credit audit will be reported in ABC's acceptance letter, so the applying student can take their transfer credit status into account when they are deciding whether or not to confirm their attendance at ABC.

ABC's entire Transfer Credit Policy is posted on ABC's website at <https://www.abccampus.ca/admissions/pathways/transfer-in/>.

The following conditions apply:

- Transfer credits must be either:
 - a near-equivalent to an ABC program requirement,
 - or they must fit within the allowable number of elective or general education credits in the student's program.
- Transfer credits do not contribute toward the student's GPA at ABC.
- The maximum number of credit hours that may be transferred into ABC programs are:
 - for the Certificate of Christian Foundations: 6 credit-hours;
 - for two-year diplomas: 16 credit-hours;
 - for four-year degrees: 60 credit-hours.
- Up to 48 credit-hours of technical/business trade credits may be transferred to an ABC degree program. Moreover, up to 48 hours from a technical/business/trade institution may be combined with up to 12 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 60 credits for a degree.)
- 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 30 credit hours.
- 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.
- 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.

- 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.
- 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.
- Transfer credits will not be granted for courses taken at private career colleges.
- Students applying for transfer credit from abroad are required to have their degrees assessed by either IQAS or WES, or another equivalent organization.

Alberta Transfer Guide

As applicable to ABC, the Alberta Transfer Guide gives an initial listing of courses that have already been approved for transfer between various institutions.

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 ABHE accreditations are qualified sending institutions.

Other institutions that do not have 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).

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:

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

- Evaluation of student competency through the use of comprehensive examinations.
- 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.
- Analysis of historic student success exhibited by students transferring from a particular institution.
- 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.
- For policies regarding transfer from the Royal Conservatory of Music, Performing Arts Schools, Professional in-service training, or Credit by Demonstrated Competency, see the full policy at <https://www.abccampus.ca/admissions/pathways/transfer-in/>.



Policy regarding Discipleship/Mission schools:

Up to 30 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).

Program Change

Students considering changing their program of study (Certificate, Diploma, Degree or specialization) must provide formal written notification, using the “Program Change Application Form” (available in Populi) after discussion with either the Registrar or Academic Dean. A \$100 fee applies to changes made in the final year of the program. See the Registrar for details.