



**OFFICE OF THE REGISTRAR
REQUEST FOR TRANSFER CREDIT**

GUIDELINES FOR REQUESTING TRANSFER CREDIT:

1. Course work must be completed at a recognized or accredited post-secondary institution.
2. Transfer credit will only be assessed for students who have applied to and been accepted into a Bow Valley College Certificate or Diploma program.
3. The amount of transfer credit received is limited to the Bow Valley College residency requirement [see College Calendar for details].
4. Only courses completed at a recognized or accredited post-secondary institution with a course mark of 'C' or better with a GPA not lower than 2.0 will be **considered** for transfer credit.
5. Specific programs may have time limitations with respect to the acceptable transferability of specific courses. These limitations are normally associated with changes in technology and/or practice that are used to measure the learning outcomes of the course. Grade requirements necessary for transfer credit may vary depending on the specific course and/or program.

PROCEDURES FOR REQUESTING TRANSFER CREDIT:

1. Students should request transfer credit when they apply for admission to the College. It is the responsibility of the student to arrange for **official transcripts** to be sent directly to the Registrar's Office at Bow Valley College from the previously attended institution(s).
2. Transfer Credit requests and accompanying documents (i.e. course outline) must be received no later than the published registration (add/drop) deadline.
3. The College may ask the applicant to provide detailed course outlines/syllabuses in order to complete the assessment process and/or may refer the request to a third party such as IQAS.
4. Students who wish to receive transfer credit for a course they intend to register for elsewhere, while they are registered in a program at Bow Valley College, should notify the Assistant Registrar, Admissions well in advance of registering at another institution in order to confirm the conditions for transfer credit (i.e. grade requirements, course equivalency, etc). The Assistant Registrar will confirm this in writing to the student via a letter of permission. Any costs for third party assessment shall be the responsibility of the student.
5. Applicants who are denied transfer credit may appeal in writing to the Registrar (or designate) of Bow Valley College, with a copy to the corresponding department.
6. Any additional fees or costs associated with transfer credit assessment will be the responsibility of the applicant.

PLEASE PRINT CLEARLY AND FILL IN ALL INFORMATION:

BVCStudent ID Number:			Date:			Bow Valley College Program:		
Last Name:			First Name:			Phone Number:		
Name of institution(s) where courses were completed:								
Please list all courses to be considered for transfer credit from previously attended institution(s) below:							FOR OFFICE USE ONLY	
Institution Attended	Year Attended	Course Name	Course Number	BVC Course Name	BVC Course Number	Credits	Registrar's Office/Department Decision (Approved/Denied)	
Registrar's Office Signature (indicating review complete): _____				Refund Initiated(if applicable) <input type="checkbox"/> yes <input type="checkbox"/> no Initial: _____				