



Registrar's Office

TRANSFER CREDIT

We give transfer credit from other institutions. 'Transfer credit' means that you get credit for Prairie courses from those you've taken elsewhere. This can shorten your program here and enable you to build on prior studies rather than repeating them.

- Credit is granted on a **course-by-course comparison**. We transfer courses that are comparable to ours and help fulfil requirements on your program.
- We grant credit for **post-secondary courses** only.
- We can do an initial evaluation from an **unofficial transcript**, but we must have an official transcript to grant credit. Faxed transcripts are not considered official.
- **Minimum grade** to receive credit: C- or its equivalent. (A P grade is transferable for certain kinds of courses.)
- We calculate transfer credit in **semester hours**. One quarter hour = 2/3 semester hour.
- If the institution you attended is **unaccredited** or (in Canada) hasn't been given appropriate official recognition by its province, our office must approve it before we can evaluate your transcript. This usually requires the institution and you to submit information which will show that it and its courses are at a post-secondary level.
- We don't grant credit from institutions accredited by a **questionable organization**.
- **Foreign-language transcripts** should be accompanied by an English translation. Course descriptions and a copy of the institution's catalogue are recommended. We may need a significant amount of time to make an evaluation.
- **Our office** evaluates transfer. In the PN program, however, Bow Valley College evaluates transfer for nursing courses and approves transfer for some other courses.

Incoming students: you apply for transfer credit by having your prior institution send a transcript to the Admission Offices at any point during the application process. Admissions can answer your questions about transfer.

Current students: have your prior institution send a transcript to our office. Please notify us that you are requesting a transfer credit evaluation. We can answer your questions about transfer.