



PACIFIC COAST UNIVERSITY  
FOR WORKPLACE HEALTH SCIENCES

## Transfer Credit - Policy 105

### *Policy Statement*

The University recognizes the academic knowledge and achievement of students who have undertaken post-secondary studies at other colleges, institutes, or universities. Courses or programs taken at post-secondary or other institutions will be considered through block or transfer credit processes. Learning achieved through life and work experience will be considered for recognition through Prior Learning Assessment and Recognition.

### *Related Policy*

Academic Appeals and Complaints  
Partnership

### *Definitions*

Recognized Institution means an institution whose courses the Registrar may routinely consider as acceptable transfer credit without Departmental consultation.

Transfer Credit means the granting of credit by one institution for courses or programs successfully completed at another institution or agency. Credit may be given in one of the following ways:

- Assigned Credit means credit given for a specific University course when a course is recognized as equivalent.
- Unassigned Credit means credit given when a course or program is considered worthy of credit at the University but is not equivalent to a specific University course.

University means Pacific Coast University for Workplace Health Sciences, a corporation established under the Act.

### *Procedures*

The University will establish membership in the British Columbia Transfer Credit System and recognize institutions and accept courses as equivalent where appropriate.

In order to maximize the student's ability to meet program requirements, whenever possible, credit will be granted for specific courses rather than unassigned credit.

Precedent-setting decisions remain active for a maximum of 10 years for post-secondary credit courses from Recognized Institutions.

Requests from institutions will be considered when it is seen as advantageous by the University.

Students who seek transfer credit must provide an official transcript from each institution at which courses were taken. If an articulation agreement does not already exist for the course(s) or program, it is the student's responsibility to provide detailed course information as needed to evaluate courses. For documents that are not in English, a translation by a certified translator is required.

When a department head or delegate reviews course information, reasons shall be stated for denial of credit.



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For transfer credit towards individual, specialized academic courses, the official University transcript will indicate the transferable courses and the number of credits for which transfer credit is granted.

Recognition by the University of studies completed at a previous institution does not imply, or in any way guarantee, that the transfer credits will be recognized by a third institution.

A student may appeal a course transfer related decision as outlined in the University's policy on Academic Complaint and Appeal

*Approvals and Responsibility*

Approved by: Board of Governors, March 27, 2012; May 25, 2026

Approved by: Academic Council, April 12, 2012; May 14, 2026

Revised: June 18, 2014; May 25, 2026

Responsibility: Registrar

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