

# CREDIT TRANSFER AND PRIOR LEARNING POLICY

## *Briercrest College and Seminary*

Responsibility of	Registrar
Approved by	Academic Planning Committee, Seminary Team
Revision History	Created February 16, 2001; Modified October 11, 2007; Proposed Changes February 10, 2009; Accepted May 15, 2009; Updated: October 18, 2012; June 4, 2013; June 16, 2014; September 7, 2018; April 28, 2025
Next Review	Annual

### POLICY OVERVIEW

This policy outlines the process involved for undergraduate and graduate student credit transfer and recognition of prior learning for credit and non-credit requirement reductions.

### PRINCIPLES

This policy is guided by the principles of integrity and transparency.

### SCOPE

The policy applies to the evaluation of all undergraduate and graduate student credit transfer and prior learning for credit and non-credit requirement reductions.

### POLICY STATEMENT

Briercrest will evaluate prior learning gained from formal, informal, and non-formal processes.

Briercrest considers credit transfer from all accredited post-secondary institutions for courses of similar content and standards. Transfer credit from non-accredited institutions is considered on a case-by-case basis. Prior learning assessment services will be provided to determine credit for equivalency to a Briercrest course or program.

## Eligibility

- To be eligible for transfer, courses must be taken for credit and receive a passing grade from the institution of origin. Courses from non-accredited institutions must have at least a 65% (C) to be considered for transfer.
- The amount of credit may be limited depending upon the program in which the student chooses to enroll.
- Students who wish to graduate with a Briercrest degree must fulfill the residency requirement (see related policy in the Academic Calendars)
- Transfer students who have engaged in voluntary service or ministry prior to attending Briercrest and after completing high school may qualify for up to two (2) exemptions to non-credit Service and Experiential Learning requirements in their program.
- Students with substantial ministry and/or life learning experience prior to enrolling may use the Prior Learning and Ministry Assessment process to pursue the possible awarding of credit.

## PROCEDURES

### Guidelines

- Authority for evaluation of transfer credit rests with the Registrar's Office.
- Grades obtained in courses taken at other post-secondary institutions are not included in calculating the grade point average for graduation.
- Students who seek admission to Briercrest with advanced standing must submit a web link to or printed copy of the calendar of the university where they have previously studied plus a copy of each course description. If the material is in a language other than English or French, a notarized original translation must be provided for the courses being requested for transfer credit.
- It is the student's responsibility to request their previous school send their official transcript to the Admissions Office for determination of any transfer credit.
- If the student successfully challenges a course for credit at another institution, Briercrest will accept that transfer credit if the sending institution is properly accredited and the course would transfer to Briercrest. Official documentation of successful course challenge must be provided to Briercrest.
- Courses will be transferred into Briercrest at the same education level (i.e. high school, undergraduate, graduate) as they were earned, except in cases where Briercrest's Advanced Placement (College) and Advanced Standing (Seminary) policies allow.
- Courses taken toward completion of a Briercrest program at one education level (i.e. high school, undergraduate, graduate) will not be allowed to also apply toward a Briercrest program at a second education level (e.g. Credit hours earned toward a College program should not be

allowed to also count toward a Seminary program, and vice versa), except in cases where Briercrest's Advanced Placement (College) and Advanced Standing (Seminary) policies allow. However, program exemptions without credit may be granted due to course work completed at a different education level.

## Types of transfer credit

- **Courses taken at other colleges and universities.** Ask your previous institution(s) to mail an official copy of your final transcripts. [Click here](#) for step-by-step instructions of how to get credits transferred to Briercrest.
- **CEGEP.** Students who would like to have CEGEP courses considered for credit transfer must submit official transcripts and an institutional calendar that includes descriptions of courses taken. Students are required to graduate with a successful completion of a CEGEP program including academic subjects with a 60% average. Students who have completed a two-year CEGEP program may be eligible for transfer credit up to a maximum of 30 credit hours. A minimum grade of 65% must be achieved for a course to be considered for transfer credit.
- **Advanced Placement Courses.** Secondary School students who have completed Advanced Placement (AP) exams with a grade of at least 3 shall be granted advanced standing credit. An official AP transcript is required.
- **International Baccalaureate.** Transfer credit will be granted to students in the IB Program if a student has completed individual International Baccalaureate courses with a grade of 5 or higher. An official IB transcript is required.
- **Prior Learning & Ministry Assessment.** The PLMA process is available for Students requesting academic credit for learning/experience that is informal or non-formal (i.e., it is not listed on a transcript).
- **Challenge Exam.** Briercrest has provision for challenging a course for credit via the completion of a Challenge Exam. [Click here](#) for detailed information.
- **Appealing Transfer Credit Decision.** If you think you have a valid basis for appealing a transfer credit evaluation, you can appeal through the Academic Services office. You will be asked to provide evidence that an adjustment to the transfer credit decision is merited. This evidence will be reviewed by an Appeals Committee.
- **Transfer of Credits for Courses Taken after Admission (Post-Admission Credits).** Admitted full or part time students, and students on leave, who wish to take courses offered by other post-secondary institutions towards their program at Briercrest must apply through the Academic Services office for a letter of permission to be a visiting student. The courses to be taken must be specified. Following completion of the approved courses, an official transcript must be sent from the host institution to Briercrest in order for any transfer credits to be applied to the student's file.

## Non-credit requirement exemptions

- Transfer students can apply to have up to two (2) SL units waived:
  - o Service Learning (SL) equivalent involvement noted on transcript(s) from previous schooling are to be noted on the student's Briercrest transcript along with any qualifying transfer credits during the transfer analysis process.
  - o If a student has engaged in Service Learning (SL) equivalent involvement after high school, but this involvement is not noted on transcript(s) from previous schooling, then the student can submit to the SL Office a SL form that details the involvement. If approved, these non-credit SL units will be added as Prior Learning on the student's transcript.
  - o If a transfer student is completing a Briercrest bachelor's degree program, but has no prior SL-equivalent involvement, then 1 SL unit will be waived if the student is transferring 36 or more credit hours into Briercrest and 2 SL units will be waived if the student is transferring 45 or more credit hours into Briercrest.

## Credit transfer to other colleges and universities

Briercrest offers a number of courses that are transferable to other colleges and universities. Each institution determines which credits taken at Briercrest will transfer into a student's program of study based on the program requirements of the chosen degree. It is advisable to consult with the school you are applying to regarding transfer credits. Many provinces and institutions provide online credit transfer guides to assist students with their transfer inquiries. For a listing of common universities and colleges with transfer agreements and that accept Briercrest transfers, see the "Transferring Out" section at <https://www.mybriercrest.ca/college/transfer/>.

## APPENDIX A

Related Forms/Policies	Residency Requirement (as stated in College and Seminary Academic Calendars) Transfer student (as defined in College and Seminary Academic Calendars)
Where is this policy published?	<a href="#">College Academic Calendar</a> ; <a href="#">Seminary Academic Calendar</a>
Contact Information	Registrar

