
**BC Transfer Guide (BCTG) Course
Inclusion Policy**

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Overview

The [BC Transfer Guide \(BCTG\)](#), an essential part of the BC Transfer System (BCTS), lists course-to-course transfer agreements among and between institutions that are BCTS members. It also includes discipline-specific transfer guides and listings for other forms of transfer that fall outside of the model of course-to-course articulation, such as block transfer agreements and partnership agreements.

The BCTG is administered by the BC Council on Admissions & Transfer (BCCAT). The BCTG serves the post-secondary community in British Columbia and elsewhere, while supporting the institutional quality standards of institutional membership in the BCTS.

The purpose of this policy is to establish eligibility criteria for a transfer agreement to be listed in the course-to-course section of the BCTG.

Scope and Limits

This policy addresses criteria for inclusion of courses that are involved in course-to-course transfer agreements in the BCTG. The policy does not apply to inclusion of block transfer agreements, program-specific transfer guides, or other forms of transfer.

This policy is not an official statement on which individual courses or types of courses are or should be transferable. BCTS member institutions make autonomous decisions to participate in transfer agreements. BCCAT does not approve or determine the terms of transfer agreements.

BCCAT is the administrator of the BCTG and thus is responsible for determining what content is posted to the BCTG. Reviewing content prior to posting and administering criteria for posted content are important functions in maintaining the credibility, accuracy, and reliability of the BCTG.

Definitions

Articulation: The process whereby one institution agrees to offer transfer credit for another institution's course.

BC Council on Admissions and Transfer (BCCAT): The appointed body that oversees the BC Transfer System. Members of the Council are appointed by the Minister and are selected from across the BC post-secondary system. BCCAT's activities are supported by a professional staff.

BC Transfer Guide (BCTG): The website hosted by BCCAT that provides information on formal course-to-course, block, advanced placement, international baccalaureate, and program-specific transfer agreements.

BC Transfer System (BCTS): A formal network of member post-secondary institutions, articulation committees, and the post-secondary transfer community and staff. Institutional membership in the BCTS is overseen by BCCAT.

Receiving Institution: The institution granting credit for the course that is being transferred.

Sending Institution: The institution offering the course that is being transferred.

Transfer Credit: Credit granted by an institution for courses, blocks, or programs successfully completed at another institution.

Transfer Credit System (TCS): The workflow and application used by all BCTS institutions to request and articulate courses, which are then published in the BCTG.

Principles

A guiding principle for articulation is that agreements should be established where there is an expected pattern of student mobility between BCTS members. Institutions are not expected to seek articulation for the sake of articulation: instead, they should pursue articulation agreements with member institutions for which there are matching programs, and that will support real or expected transfer activity within their programs and disciplines.

Procedures

Eligibility Criteria for Inclusion of Course-to-Course Articulation Agreements in the BCTG

- 1) For a course-to-course articulation agreement between BCTS members to be listed in the BC Transfer Guide, each course in the agreement must meet all of the following criteria:
 - a) The course must be a post-secondary level course;
 - b) The course must be a credit-bearing course, with the credit applicable to a credential program;
 - c) The sending course must be accepted for credit at a BCTS member institution; and
 - d) The course must be actively offered, or is expected to be offered, by the sending institution at the time of articulation.

- 2) Private BC-based institutions that are not members of the BC Transfer System are not eligible to have course-to-course transfer agreements listed in the BCTG. Private BC-based institutions must first apply and meet the criteria for membership in the BC Transfer System as described in

[BCCAT Policy 3A](#) and be approved as BCTS members in order to publish course-to-course agreements in the BCTG.

- 3) BCCAT, as the administrator of the BCTG, is responsible for publishing listings in the BCTG. BCCAT may consider exceptions to these guidelines on a case-by-case basis, in consultation with its standing committees and with the institutions involved in the agreement. A transfer agreement listed in the BCTG as a result of such consultation does not set a precedent for the inclusion of similar agreements.
- 4) Transfer agreements not eligible for listing in the course-to-course section of the BCTG under these criteria may be eligible for listing in other sections of the BCTG, such as discipline-specific transfer guides.

Process Information

[How to Articulate \(2023\)](#)

Related Policy

[Policy 3A Membership in the BC Transfer System](#)

[Policy 3B Listing of Transfer Agreements with Non-Member Institutions in the BC Transfer Guide](#)