

Assigning Credit and Granting Credentials

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Responsible Executive:	Registrar
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PURPOSE

This policy establishes the principles and procedures by which Coquitlam College (the College) ensures transparency, consistency and alignment with provincial and pan-Canadian frameworks for credit recognition and student mobility.

SCOPE

This policy applies to all students registered in post-secondary programs and to all credentials awarded by the College.

POLICY STATEMENTS

1. The College grants academic credit based on the successful completion of courses and approved transfer credit.
2. Students must meet all academic and administrative requirements to receive a credential, including any residency, academic standing, and completion time limits.
3. The College uses the BCCAT Transfer Credit System and follows BCCAT's articulation processes regarding transfer credit.
4. All credits and credentials are documented and issued through the Office of the Registrar.
5. Academic records are retained and released in accordance with applicable College policies and privacy legislation.

PROCEDURES

Credential Requirements

6. The College has written consent from the Ministry of Advanced Education and Future Skills to offer the following credential:
 - Associate of Arts Degree: A 60-credit credential equivalent to the first two years of a baccalaureate program.
7. The following criteria will determine a student's eligibility for a credential:
 - a. Successful completion of all program requirements.
 - b. A minimum program cumulative grade point average of 2.0.
 - c. All program requirements were completed within the specified time limit: 5 years for an associate degree.

- d. The student is in good financial standing with the College.
- e. Courses are only be counted once per credential.
8. Students must submit a Request for Degree Form to the Office of the Registrar to receive their credential.

Residency Requirement

9. To ensure academic integrity and alignment with provincial requirements, students must complete a minimum number of credits at Coquitlam College to be eligible for a credential.
 - a. Students must complete at least 30 credits (50% of the program) at the College.
 - b. The final three courses of the program must be completed at the College.
10. Residency requirements apply to all students, regardless of transfer credit, prior learning assessment, or international study.
11. Exceptions to the residency requirement may only be granted by the President or delegate in exceptional circumstances.

Academic Credit

12. The College assigns academic credit to courses as follows:

1 credit = 1 hour of instruction per week across a standard semester (12–15 weeks)

Academic Records

13. The College provides both official and unofficial transcripts to students.
14. Official transcripts bear the College seal and the President's signature and include:
 - a. Course names
 - b. Grades and GPA
 - c. Credits earned and transfer credits
15. Unofficial transcripts are available through the student portal.
16. Official transcripts are released only with the student's written consent.
17. Official transcripts may be requested online or in writing to the Office of the Registrar. A fee will apply for requests to send transcripts to other educational institutions, employers, or other authorized agencies.
18. Requests for transcripts should be made in advance of the time required. The College cannot guarantee delivery of transcripts on short notice.
19. Academic records are retained at outlined in the Records Retention Schedule and in compliance with Ministry requirements.

Transfer Credit

20. The College will assign transfer credit subject to the following conditions:
 - a. A maximum of 30 credits (10 courses) may be transferred toward the Associate of Arts Degree.

- b. Courses have been completed in the last seven (7) years or have been approved by the President or designate.
- c. Transfer credits appear on transcripts but are not included in GPA calculations.
- d. International transfer credits have been previously granted credit by a Canadian research university.
- e. Official transcripts must be submitted for review.
- f. Each transfer course is only counted once toward the completion of the program.
- g. No course with a grade below C- will be eligible for transfer credit.

21. Students may request a re-evaluation of a transfer credit decision in writing to the Head Academic Advisor, providing additional information to support the request. If there are reasonable grounds for appeal of the decision of the Head Academic Advisor, the student may send a letter of appeal to the Chief Academic Officer. The Chief Academic Officer's decision on transfer credit appeals is final.

Recognition of Prior Learning (RPL)

22. The College may consider RPL on a case-by-case basis, subject to academic review and administrative capacity.

DEFINITIONS

Credential: An official document awarded upon completion of a program.

Cumulative, Program Grade Point Average: The weighted average of grades earned in courses that meet the requirements for a credential.

Recognition of Prior Learning (RPL): A process of assessing knowledge and skills gained outside the formal academic environment.

Residency Requirement: The minimum number of credits a student must complete at the College to earn a credential.

Transfer Credit: Credit granted for equivalent post-secondary learning at recognized institutions in British Columbia, Canada and internationally, subject to conditions.

RELATED RESOURCES

- [Grading and Academic Standing Policy 2.1.2](#)