

SIMON FRASER UNIVERSITY

S.77-38

MEMORANDUM

As amended and approved by Senate April 4, 1977 (Formerly S76-190)

To: SENATE

From: SENATE UNDERGRADUATE ADMISSIONS

Subject: BRITISH COLUMBIA COLLEGE - UNIVERSITY CREDIT TRANSFER GUIDELINES

Date: March 15, 1977

MOTION:

"That Senate approve ~~in principle~~ the report on transfer credit guidelines, as set forth in S.77-38, together with the attached recommendations and comments (in italics) that are necessary for clarification of current policies at Simon Fraser University and are considered to be appropriate to the document."

carried

(Registrar's Note: This present paper with comments is taken as falling under the contexts of Paper S 381, approved in July 1970 identifying in the matter of credit transfer the general relationship, responsibilities and procedures as between Senate, SUAB, SAB, the Registrar's. It is not intended to change those processes.)

Paper S76-190 was on the Senate agenda for 10/1/77. Consideration was postponed to permit departments to respond. SUAB considered responses at two meetings and S77-38 was sent to Senate 4/4/77. The attached shows changes made Senate + Senate minutes.)

TO: SENATE

FROM: SENATE UNDERGRADUATE  
ADMISSIONS BOARD

Senate, at the January meeting, referred SUAB paper 75 back to the Board to allow Faculties, Departments and Curriculum Committees more time to respond to the proposed University-College Transfer Guidelines.

Since January, the SUAB has held two meetings (February 16th and March 15th), at which time, the sixteen (16) responses to the Guidelines have been fully reviewed and considered before drafting the recommendations and comments (in italics) which are contained in the attached paper.

In preparing an appropriate response, the Board has attempted to incorporate many of the suggestions made in the replies from Faculties, Departments and Curriculum Committees. However, as the replies varied, it was not possible to incorporate all opinions. Appendix A is an abbreviated summary of the responses which served as a working document during the SUAB discussions.

It should be noted that the Post-Secondary Coordinating Committee has received responses from most colleges and from the University of British Columbia and the University of Victoria, with minor changes recommended by the Senates of these two Universities. It is the intent of that Committee to consolidate appropriately responses from the institutions.

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This paper with recommendations and comments is forward to  
Senate with the SUAB's recommendation that it be approved in  
principle.

*William*

# BRITISH COLUMBIA COLLEGE-UNIVERSITY CREDIT TRANSFER GUIDELINES

## PREAMBLE

1. For the purposes of these guidelines, credit transfer is defined as the awarding of academic credit by a College Council, or University Senate, for academic achievements at another institution. Students who are awarded academic credit by one institution for work carried out at another are referred to as "transfer students."

### RECOMMENDATIONS:

- *In the case of Simon Fraser University, this would not include "visiting students" or other similar special cases.*
- *The interpretation of "academic credit" should be clarified such that it differentiates university transfer courses from Career, Vocational and Technical courses.*

2. The ultimate aim of the British Columbia Credit Transfer Policy is to provide a service to students by facilitating their obtaining the best possible education in the most economical and efficient manner. This principle of economy and efficiency implies minimum repetition or recapitulation of studies, and maximum recognition of demonstrated knowledge and skills. Thus, claims on students and faculty time and effort are minimized.

### RECOMMENDATION:

~~Simon Fraser University recommends the substitution of the word "courses" for the word "studies".~~

### COMMENTS:

- *It is necessary to ensure that all students are treated equally.*
  - *It should be noted that some university programmes have responsibilities to outside agencies (eg: Nursing, Engineering, Education).*
3. The transfer of students between colleges and universities in British Columbia should be carried out in an atmosphere of mutual trust and respect, based on full and free exchange of information between these institutions. To this end, the major requirement for transfer policy implementa-

tion is the establishment of active subject-discipline articulation committees, with equal representation by all colleges and universities offering courses and programmes in the subject areas. An Articulation Committee shall provide the major forum for the discussion of all matters relevant to the transfer of credit within or associated with the discipline.

COMMENTS:

~~Generally students transfer from a college to a university and, therefore, the guidelines should deal with the "one-way" transfer only.~~ d

- *The document places too much emphasis on the articulation committees. Discussions on transfer credit should be dealt with between the College and University departments. Decisions on transfer of credit must continue to be made by the appropriate University departments. The articulation committees should not replace the desirable and necessary liaison between the colleges and universities, but should act as a forum for discussions on transfer credit of a broader nature. For this reason, reference to "equal representation" should be deleted and substituted by the following statement: "that each public university and college be strongly encouraged to participate in the articulation meetings".*

GUIDELINES

1. Discussions concerning individual courses or programmes of study at public colleges and universities in British Columbia should, in general, be initiated with the relevant Articulation Committees, so that questions of suitability of course content, adequacy of supporting facilities and related matters, may be discussed at an early stage of negotiations between institutions.

To this end, both colleges and universities should be prepared to provide the following information: course name, course number, hours per week (lecture, lab, seminar), objective of course, outline of topics covered, texts and required readings; and, although subject to change without notice, the initial proposals for method of instruction, method of evaluation, and the names and

qualifications of instructors. A standard form might be used by all colleges and universities to exchange this information.

RECOMMENDATIONS:

- Replace ". . . with the relevant Articulation Committees . . ." with ". . . between the relevant Colleges and Universities with information provided to the Articulation Committees . . ." in lines 3 and 4.
  - Simon Fraser University recommends adding the following statement as the second sentence in Guideline 1 - "Prior discussions by the appropriate departments should be required".
  - The principle behind transfer credit from a college to a university has been based on an understanding of the content and quality of the college courses developed through liaison between the institutions. In view of this and the fact that the monitoring of the instructor(s) for all college courses would be extremely time-consuming, all reference to the screening of the names and qualifications of instructors should be excluded, with the exception of review at the time a new program is established.
2. The final decision on the awarding of transfer credit rests with the College Council or University Senate concerned.

RECOMMENDATION:

- This statement has precedence over all others, and therefore, preferably, should become either the first or last statement in the final document.
3. A college or university which denies the transfer of credit requested by another institution shall state the reasons for this refusal.

- No comments

~~RECOMMENDATION:~~

~~Delete reference to "college" in line 1.~~

4. Agreements on transfer credit must be made between specified authorities in the respective institutions, in order that contracts once made would be duly recorded and recognized.

RECOMMENDATIONS:

- Substitute "finalized" for "made" in line 1.
  - Substitute "agreements" for "contracts" in line 3.
5. Once an agreement has been reached on the conditions of credit transfer of an individual course or programme of study, it shall not be abrogated without reference to the specified authorities in the institutions affected, and the relevant articulation committee.

RECOMMENDATION:

- This guideline is ambiguous and we recommend replacing the word "reference" by "prior notification" in line 3.
6. A university planning changes to its curriculum which will affect the requirements for credit transfer must inform the members of the relevant articulation committees as soon as possible, preferably a year in advance of its implementation, so that other institutions can consider the desirability of alterations to their courses and programmes.

RECOMMENDATION:

- It is unrealistic to expect one year's notice. Therefore, we recommend deletion of the following, ". . . preferably a year in advance of its implementation" from line 4.
7. The colleges and universities have a responsibility to fulfill the commitments in the course descriptions, and to notify the other institutions in the system should any major change in the course content or level occur.
- No comments.
8. Institutions should consider transfer students on the same basis as their continuing students except that admission of college students to university should normally be subject to a minimum overall average of "C". Colleges must accept the responsibility of ensuring that "C" represents an acceptable level of achievement relative to further studies; maintenance of relative standards should be one

of the functions of the Articulation Committees. Notwithstanding this general provision, a university, while recognizing the right of a college student to transfer, may require a higher level of achievement on transfer to match the level required of its own students for admission to programmes of study to which access is subject to limitations. Universities must make provision, whilst maintaining confidentiality of the records of individual students, for reporting the progress of transfer students to the colleges from which they had transferred.

RECOMMENDATION:

- *For S.F.U., the confidentiality of the records of individual students must be maintained, but must not unduly inhibit appropriate institutional and non-institutional research. Studies requiring review of individual student records may be undertaken following the notification and permission of the student(s) involved. The Registrar will have authority in these matters.*

COMMENTS:

- *The maintenance of standards must continue to be the responsibility of the appropriate agencies and individuals within each institution.*

~~Colleges must recognize that a primary function of their "academic" programmes is to prepare students for transfer to the universities.~~

9. Transfer arrangements between colleges and universities are assumed to be based on "lower division" (ie; first and second year) studies. It is recognized that the assignment of "year level" to any individual course might vary at different institutions, and therefore, specific exceptions to this rule might occur under inter-institutional agreements.

COMMENT:

- *Attention is drawn to the fact that colleges are offering more specialized "subject" work than was ever intended.*



10. Transfer of credit would be identified in the following categories by the universities:--

- (i) specific equivalent of a given course
- (ii) unspecified (elective) credit in a discipline or department
- (iii) unspecified (elective) credit in a Faculty
- (iv) unspecified (elective) credit up to 9 semester hours (4.5 units) for college courses not identifiable with university course offerings, but which the colleges evaluate as being appropriate for academic credit on transfer.

RECOMMENDATIONS:

- *Simon Fraser University at present does not grant Faculty credit (iii above) but does grant General Elective Credit (iv above) in some cases well beyond the above maximum (9 semester hours) but only on courses recognized for "academic" transfer credit. Simon Fraser proposes to continue this policy.*
- *It should also be added that the overall limitation on the amount of transfer credit is sixty (60) semester hours or thirty (30) units, but that this would not imply that a student would necessarily complete a degree in an additional sixty (60) semester hours or thirty (30) units.*

COMMENTS:

- *This would place university students in a less favourable position than college transfer students.*
- *If the proposal were accepted, students may find their type (iv) courses denied credit by other agencies within the Province (eg; Department of Education, Professional Agencies).*

11. Provision should be made for a forum (such as the Post-Secondary Coordinating Committee) where questions of transfer of students among institutions in British Columbia can be discussed by representatives of all the public colleges and universities of the Province and where, if necessary, recommendations can be formulated for submission to College Councils and University

Senates. Appeals on any aspect of transfer policy, unresolvable at other levels, may be made to this body.

RECOMMENDATION:

- Delete the last sentence of Guideline 11.

COMMENT:

- If the last sentence is retained, then it is essential that this be interpreted as being appeals only by a department, a faculty, or an articulation committee, with the understanding that a recommendation from the Post Secondary Coordinating Committee would have only advisory status and that Guideline 2 would remain in effect.

PROCEDURE MANUAL

1. Colleges seeking transfer credit for new or revised courses shall make a formal submission to the relevant university official (see Appendix 1) with copies or abridged statements to all members of the pertinent Articulation Committee(s). However, it would be desirable for all proposals to have had preliminary screening in the Articulation Committees prior to their formal submission. Although submissions may be made at any time, each university will establish a deadline in terms of inclusion of proposals in its published list of college-university course equivalencies.
  
2. Information should be provided in Guideline 1.
  
3. The responsible university official who receives a proposal will be expected to respond as promptly as reasonable to the initiating college with a copy to the office at the university that is responsible for the publication of a list of course equivalencies and a copy to the chairman of the relevant Articulation Committee(s).

APPENDIX 1.

University officials responsible for receipt of requests  
for transfer credit:

University of Victoria

- The Administrative Registrar

Simon Fraser University

- The Registrar

The University of British Columbia:

Arts courses

- Associate Dean, Faculty of Arts

Commerce courses

- Director, Undergraduate Programs,  
Faculty of Commerce & Business  
Administration

Education courses

- Assistant to the Dean, Records  
Office, Faculty of Education

Physical Education and  
Recreation

- Director, School of Physical  
Education and Recreation

Science courses

- Associate Dean, Faculty of Science

Any other courses

- The Registrar

JEAP/mr  
April 28, 1976.

RESPONSES TO GUIDELINES FROM SFU DEPARTMENTS

GROUP A      No changes.

1.      Physics
3.      Political Science
13.     Geography

GROUP B      Comments

I.      PREAMBLE

1.      Crim - wish statement clarifying that guidelines are for university transfer courses only (excludes Career, Vocational and Technical).
  - Also intention that College-University transfer only.
2.      S/A - point #3 - statement.
  - Educ - programmes that report to outside agencies (eg; Education) must have the flexibility to react accordingly.
3.      Crim - would like to see guidelines include U to U transfer.
  - no such thing as U to C transfer (C to U only)
  - AC's informal: no need to mention equal representation.

- Chem - question "equal representation" -  
what is meant?
  - imbalance for U's.
- Phil - function of Articulation Cttes --  
if to keep committees informed,  
then reports are all that is  
necessary.
- Educ - equal representation? This is N.B.  
if committees decide by majority.
  - Proposes from 1 to 3 committees  
with technical competence.

## II. GUIDELINES

1. Educ (McLaren - U.B.C. power.
  - Arch - line 4, "Academic Departments"
  - DML - exclude method of instruction  
evaluation  
names and quality of instructors
  - S/A - confusion re: Articulation Committees;  
suggestion in guidelines that AC take  
on departmental functions - (not  
favourable).
  - Arts - AC's seen as weak with no continuity.  
Prior discussion "required"
  - Phil - Responsibility for assessing must  
remain in hands of Departments.

2. Arts - this must take precedence;  
ie: final decision with Council  
and Senate.
3. No comments.
4. - Crim - "finalized" for "made"  
"agreements" for "contracts"  
  
Chem - word "Contracts" inappropriate
5. Phil - "reference to" -- what is meaning?  
  
- no specific reference to periodic  
review of transfer.
6. Arch - delete members of AC for members  
of Academic Departments.  
  
Ec/C - necessity to inform AC will restrict  
transfer process.  
  
- not all changes are approved inter-  
nally.  
  
S/A - what is meant by "in certain circum-  
stances" the SFU Registrar may  
provide data?  
  
Arts - sharing of curriculum change plans  
with AC's needs further consideration.  
SFU note could be stronger.
7. No comments.
8. DML - inform colleges of students' admission  
and placement, but not progress --  
breach of confidentiality.  
  
Phil - maintenance of relative standards  
by AC's seen as task that belongs to  
instructors and administration in in  
each institution.

9. E/C - transfer between Colleges and SFU should cover 100 and 200 level only.
- Educ - some colleges are offering upper level and more specialized work than originally intended. This should be controlled in "central" fashion.
10. Phil - do not accept concept of colleges identifying up to 9 sem. hrs. of unspecified elective credit.
- Educ - 60 hour maximum.
- also 60 hrs. transfer credit should not imply that in all cases only 60 hours for degree.
11. Chem - "Appeals" mechanism too ambiguous.
- E/C - "Appeals" gives Post-Secondary Coordinating Committee too much power.
- could override Councils and Senate.
- Hist - delete "appeals".
- Phil - do not accept Post-Secondary Committee role as appeal body.



in S.77-37, be approved and recommended to the Board of Governors for approval."

Note: The proposed changes are designed to bring the regulations of the Political Science program in line with the general Faculty of Arts regulations.

Question was called, and a vote taken.

MOTION CARRIED

iv) Senate Undergraduate Admissions Board

a) Paper S.77-38 - British Columbia College-University Credit Transfer Guidelines

Moved by B. Wilson, seconded by J. Catalano,

"That Senate approve in principle the report on transfer credit guidelines, as set forth in S.77-38, together with the attached recommendations and comments (in italics) that are necessary for clarification of current policies at Simon Fraser University and are considered to be appropriate to the document."

A. McMillan, Director of Admissions and Secretary of the Senate Undergraduate Admissions Board, was seated to respond to questions.

A. Kazepides asked for an explanation of "in principle" approval. He was informed that because of the nature in which the proposal came to the university and ultimately to SUAB, the post-secondary coordinating committee had requested that each of the fourteen colleges and three universities respond to the guidelines on the understanding that once the responses had been received they would be consolidated for a final statement on transfer guidelines. J. Munro referred to Guideline 1, which had undergone a strengthening evolution from the original submission, and A. McMillan said that the strengthening was a result of sixteen responses from chairmen of undergraduate curriculum committees, faculties and departments which had been considered by SUAB.

Amendment was moved by A. Kazepides, seconded by I. Wemyss,

"That the words 'in principle' be deleted from the motion."

A. Kazepides felt the term was redundant and inappropriate. The Secretary of Senate wished to ensure that deletion would not affect understanding that the exact wording of the final statement on guidelines would be formulated on the basis of the overall considerations, and there was not opposition.

Question was called on the amendment, and a vote taken.

AMENDMENT CARRIED

S.M. 4/4/77

It was confirmed that if the document underwent significant change in detail it would be brought back to Senate for comment.

R. Carlson objected to the recommendation in Guideline 1 for the exclusion of screening of names and qualifications of instructors.

An amendment was moved by J. Munro, seconded by R. Carlson,

"That the third recommendation in Guideline 1, page 3, be deleted."

J. Munro expressed the opinion that an opportunity should be available to examine qualifications of instructors of courses accepted for transfer credit. A number of members spoke in opposition.

Following considerable debate, question was called, and a vote taken.

AMENDMENT FAILED

An amendment on the same section was moved by R. Carlson, seconded by A. Cunningham,

"That the words 'with the exception of review at the time a new program is established,' be added to Recommendation 3 of Guideline 1, page 3."

R. Carlson stated that the amendment reflected the agreement of the articulation committee of his group.

Question was called on the amendment, and a vote taken.

AMENDMENT CARRIED  
20 in favor  
15 opposed

In response to a question from R. Carlson, A. McMillan confirmed that no changes to existing responsibilities and current procedures are intended for SFU and the Secretary drew attention to the footnote on the blue motion sheet.

Attention was drawn to Guideline 3, and an amendment was moved by J. D'Auria, seconded by B. Wilson, which after considerable discussion was altered to

"That the recommendation in Guideline 3, page 3, read 'No comment,' and that the first comment on page 2 following Preamble 3 be deleted."

Question was called on the amendment, and a vote taken.

AMENDMENT CARRIED  
28 in favor  
1 opposed

S.M. 4/4/77

An amendment was moved by J. Hutchinson, seconded by J. Catalano,

"That the second comment on the recommendation related to Guideline 8, page 5, be deleted."

J. Hutchinson stated that the deletion was necessary if Senate's recommendations were to be taken seriously.

Question was called on the amendment, and a vote taken.

AMENDMENT CARRIED

An amendment was moved by R. Carlson, seconded by J. Catalano, "That 'No comment' replace the recommendation following Preamble 2." Following discussion it was agreed that the amendment would be,

"That the recommendation following Preamble 2 be deleted."

Question was called on the amendment, and a vote taken.

AMENDMENT CARRIED

Question was called on the motion as amended, and a vote taken.

MOTION AS AMENDED CARRIED