



REQUEST FOR TRANSFER CREDIT REVIEW CARDIAC SCIENCES

Month	Day	Year

Please request from your educational institute to send me your transcript(s) showing successful completion as well as detailed description (course outline) of the course being used to request transfer credit. Complete ONE application per course. A copy of this form will be returned to you as official confirmation of your credit assessment. Refer to **Section D** for final decision. All documentation attached will become the property of BCIT and will not be returned to the student. Students must have a BCIT Student Number and must be approved into one of the Cardiac Sciences programs.

Name

Address

City

Province Country Postal Code

Student No.

Program accepted into:

Home Telephone

Work Telephone

A. TO BE COMPLETED BY STUDENT – Information must be complete and accurate

Name of BCIT course for which course equivalence is being requested (eg. Anatomy and Physiology for Cardiology)

Course number:
(eg. BHSC 2219)

Name of previous course taken:

Previous course number

Name of institution where course was taken:

Grade Earned	Yr Completed
<input type="text"/>	<input type="text"/>

B. TO BE COMPLETED BY BCIT COURSE INSTRUCTOR: _____ Signature: _____

Recommended Not Recommended. Please state reason below.

BCIT Teaching Program Head Name and Signature Date

C. TO BE COMPLETED BY BCIT CARDIAC SCIENCES PROGRAM HEAD

Recommended Not Recommended. (Please state reason below:)

BCIT Technology Program Head Name and Signature Date

D. BCIT REGISTRAR'S OFFICE USE ONLY

Your transfer credit as requested above has been reviewed. Credit has been: Granted Denied

Processed by:	<input type="text"/>	Date:	<input type="text"/>
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Select your course Program Assistant:
Teana Wong, Program Assistant for BMET 1107, and CARD courses
Victoria Banham, Program Assistant for BHSC courses
BCIT Cardiac Sciences
3700 Willingdon Avenue, Burnaby, BC
V5G 3H2

Phone:
Teana Wong: (604) 451-7137 or 1-800-663-6542 Ext. 7137
Victoria Banham: (604) 432-8727 or 1-800-663-6542 Ext. 8727
FAX: (604) 434-3261

Cardiac Sciences Transfer Credit Guidelines

If there are courses within the program that you feel you have completed at another post-secondary institution, you may apply for transfer credit.

When requesting transfer credit, you must have been accepted into one of the Cardiac Sciences Programs.

BCIT Transfer Credit Policy limits the maximum transfer credit granted to 50% of the total credit needed to earn certification.

1. for consideration of Transfer Credit, the student must submit the following:

- (a) Relevant **official transcript** from the outside educational institution verifying the date of the course completed. All transcripts must be officially translated in English.
- (b) Course outline and additional information as required. Course outline must detail learning outcomes for BCIT to determine equivalency. Paragraph course descriptions will not be acceptable. Contact your previous post-secondary institution to obtain the required information.

Documents submitted become the property of BCIT and will not be returned to the student. If originals cannot be replaced, please state why and Student Records will verify authenticity and make a copy and return to you.

2. Course equivalence will not be granted by the department if the course was taken more than 5 years ago.

- (a) Special allowance may be made regarding the above time requirement if the student has taken other related courses more recently or
- (b) If the student has been involved in a workplace setting on an ongoing basis where the learning outcomes of the course are deemed to have been adequately applied.

3. Courses that have been used by students for a course credit application will not be considered for another course credit application (i.e. no double-dipping).

4. Application for transfer credit review will be accepted during the following periods.

	Application and proof of documentation must be received by:
January Term	September to October 30 th
Winter Term	January to February 30 th
September Term	March to May 30 th

5. Processing Time

Allow approximately six to eight weeks for processing prior to term start

6. Program Questions

Visit www.bcit.ca/AskAnAdvisor or call 604-434-1610 to leave your name and number for a Program Advisor to return your call.

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