

Memorandum

To: Gordon Binsted, Provost, Chair of APPC

From: Liesel Knaack, Vice Provost OLT

Date: July 13, 2026

RE: Policy Revision Package #2 – Transfer credit and non credit

Purpose

The purpose of this submission is for APPC to review and recommend to Senate the approval of a set of policy revisions related to student academic progress and records.

Policy revision package	Rationale and outcomes of revision	Policies revised	Policies to be deleted
1. <i>Transfer and Non-Credit.</i>	Updates terminology and processes for recognizing external learning and clarifies expectations for non-credit offerings.	ED 2-4 ED 8-1	N/A

This package of policy revisions is taken from a larger set of policy revisions that were recommended for approval by APPC in May and June of 2025. They are returning now to APPC and then to Senate for re-consideration in this smaller and more accessible package.

Package 2: Transfer credit and non-credit learning

Purpose:

To update institutional standards for the recognition of external learning and clarify definitions and requirements for non-credit courses and programs. Revisions clarify terminology, support operational consistency and align with the larger sector.

Policies included in this revision package:

- ED 2-4 Transfer of Credits (previously Transferability of University Credits)
- ED 8-1 Non-Credit Courses and Programs (previously Credit and Non-credit courses)

Main Amendments:

- Resolved discrepancies, gaps, and non-compliance in policy

Include in package:

- Redlined and clean versions of ED 2-4
- Redlined and clean versions of ED 8-1

Rationale for this to be a package:

Two policy revisions that involve learning outside the formal credit programs, thus operationally are aligned and independent. Mostly operational with impact on Registrar, Advising and Academic programs but does not engage in larger governance questions.

TRANSFERABILITY OF UNIVERSITY CREDITS



805 TRU Way
Kamloops, BC V2C 0C8
tru.ca

POLICY NUMBER	ED 02-4
APPROVAL DATE	May 25, 2015
AUTHORITY	Senate
CATEGORY	Educational
PRIMARY CONTACT	Registrar
ADMINISTRATIVE CONTACT	(TBD) Associate Registrars

POLICY

In order for students to complete the University's credentials in a manner that respects the knowledge that students have acquired at other recognized/accredited educational institutions, the University supports the use of transfer credit.

The University acknowledges that the awarding of transfer credit does not guarantee that this transfer credit will be applicable to the credential being pursued by the student.

At a minimum, in determining when transfer credit is applicable to a student's program, the University will abide by the Pan Canadian Protocol on the Transferability of University Credit (<http://www.cmec.ca/Publications/Lists/Publications/Attachments/198/Pan-Canadian-Protocol-Transferability-University-Credits.pdf>).

REGULATIONS

1. GUIDELINES FOR GRANTING TRANSFER CREDIT

- 1.1. Comparison of course curriculum forms the basis for considering credit recognition at the University.
- 1.2. Specific credit will be given for courses that have similar content and learning outcomes. In some cases [upper/lower] level courses successfully completed at other institutions may transfer as equivalent to [lower/upper] level courses at the University. When equivalency cannot be determined, unallocated credit may be granted.
- 1.3. Credits applied towards a completed credential cannot be considered for transferability to a credential at a lower level in the same [program specialization/academic area](#).
- ~~1.4. Courses accepted by any two public recognized/accredited Canadian universities, colleges, and/or institutes should be transferable to the University and, when applicable, to the equivalent University program.~~

1.4. Transfer credit may be given only for credit courses receiving a passing grade from the granting institution.

1.5. TRU accepts transfer of credits earned through PLAR at other Canadian public post-secondary institutions that have formally adopted quality assurance standards from a recognized organization such as the Council for Adult and Experiential Learning, the European Union or UNESCO. Such transfer credit is applied in the context of TRU course and program requirements.

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2. TRANSFER OF CREDIT EARNED IN ASSOCIATE DEGREES

The University guarantees sixty (60) credits will be awarded to transfer students who hold an Associate Degree awarded by a BC post-secondary institution, that follows the [Degree Quality Assessment Board approved BC provincial Associate Degree requirements](#), and are transferring to a credential program at a higher level than Associate Degree [approved BC provincial Associate Degree requirements \(http://www.bctransferguide.ca/associate/\)](#). Students must still fulfill all requirements of the credential being pursued (i.e. the requirements of the credential being pursued will determine how many, if any, of the transferred credits from the Associate Degree are applicable).

3. UNIVERSITY PARTNER AGREEMENTS

Credit assignments for courses involved with university partner baccalaureate degree programs are to remain assigned per each university's credits. Once the partner arrangements are terminated, each course credit assignment must be revised where needed to meet TRU policy.

3. TRANSFER OF PLAR CREDITS

ED 2-0 (Prior Learning Assessment and Recognition) outlines the conditions under which TRU accepts credit earned through PLAR at another university, college, or institute as transfer credit.

4. RECOGNITION OF OTHER TYPES OF LEARNING

Other types of learning acquired outside of an accredited/recognized educational institution, and therefore not eligible for transfer credit, may be eligible for credit via the TRU Credit Bank or via Prior Learning Assessment and Recognition, as per Policy ED 2-0.

TRANSFER OF CREDITS



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CREDIT AND NON-CREDIT COURSES AND PROGRAMS



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805 TRU Way
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POLICY NUMBER	ED 08-1
APPROVAL DATE	October 28, 2024
AUTHORITY	Senate
CATEGORY	Educational
PRIMARY CONTACT	Registrar and/or Appropriate Dean Provost and Vice-President Academic
<u>ADMINISTRATIVE CONTACT</u>	Registrar

POLICY

All Thompson Rivers University (TRU) courses fall into one of two categories: credit or non-credit. ~~These are defined as follows:~~ [Credit courses and programs are those which are approved by Senate through the curricular governance process and may include courses and programs which use hours instead of credits to measure their length. Courses and programs which are not approved by Senate through the curricular governance process are non-credit.](#)

REGULATIONS

I. CREDIT COURSES

~~TRU courses which carry credit towards a TRU certificate, diploma, or degree are known as credit courses. Credit courses are listed in the Calendar, and registration in such courses is open to suitably qualified members of the general public.~~

~~Curriculum content and academic standards are defined for all credit courses, and students receive a final grade based on their performance and determined according to Policy ED 8-0 (unless the student has registered as an audit student).~~

~~Students are issued TRU transcripts to document their achievement in credit courses. On successful completion of a program, students may apply for a Certificate, Diploma, or Degree.~~

~~The offering of credit courses, together with their curriculum and academic standards, is subject to the approval of the Vice-President, Academic and University Council.~~

II. NON-CREDIT COURSES

TRU offers short non-credit courses in a wide variety of subjects. Registration in such courses is open to the general public. Completion of a non-credit course may lead to a Certificate of Completion, but academic standards are not normally defined. Non-credit courses do not satisfy prerequisite requirements for credit programs.

Occasionally certification for a non-credit course may be provided by an external agency (as in the case of first-aid training, for example). However, TRU transcripts are not issued, nor do non-credit courses lead to TRU certificates, diplomas, or degrees.

DRAFT - for consultation purposes

NON-CREDIT COURSES AND PROGRAMS



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