



TRANSFER, EVALUATION, & AWARD OF ACADEMIC CREDIT POLICY

Instruction, Library & Instructional Services

Policy Number: 2230

1.0 PURPOSE

This policy governs the transfer of academic credits earned at another institution and the process of evaluating those courses and credits at Columbia Basin College (“CBC” or the “College”). CBC subscribes to the statewide policy on Inter-Collegiate Transfer and Articulation, as endorsed by the public and private colleges and universities of Washington and the State Board for Community and Technical Colleges and adopted by the Washington Student Achievement Council. Only CBC accepts transfer credits from institutions accredited by accrediting agencies on this [approved list](#).

2.0 AUTHORITY & SCOPE

2.1 Authority: RCW 28B.77.215, ICRC Handbook, and SBCTC Policy Manual.

2.2 Scope: This policy applies to all members of the CBC campus community involved in the transfer and award of academic credit.

3.0 DEFINITIONS

3.1 Academic Credit is certification of a student’s successful completion of a unit of a course of study leading to a formal award such as a graduate certificate, bachelor's, master's or doctorate degree. Typically, one credit is equivalent to one hour of classroom instruction per week for a quarter or an equivalent amount of work over a shorter period. See the [Credit Hour Policy](#) for more detail.

3.2 Transfer Evaluation is the review of academic courses and credits earned at another institution in order to accept courses and credits at CBC.

3.3 Accreditation is a process by which an educational institution is evaluated and recognized as meeting certain standards of quality and rigor, typically conducted by accrediting agencies listed on CBC’s [Transfer of Credit](#) page.

3.4 Articulation Agreement is a formal document produced when two or more academic institutions follow a process leading to a partnership to provide a formalized pathway for student transfer.

4.0 TRANSFER, EVALUATION, AND AWARD OF ACADEMIC CREDIT POLICY

4.1 Transfer of Academic Credit from CBC

4.1.1 Official CBC transcripts must be sent to the transfer institution for the evaluation of student courses and credits. The College will provide transcripts and other documents necessary for an institution receiving CBC credits to judge the quality and quantity of a student’s work.

4.1.2 Acceptance of courses and credits on the official CBC transcript is up to the discretion of the receiving institution and may or may not be accepted by the receiving institution.

4.2 Evaluation of Academic Credit from Other Institutions by CBC

4.2.1 When deciding on the acceptance of credits from another institution the following criteria will be considered:

4.2.1.1 The transfer institution's accreditation;

4.2.1.1.1 Only transcripts from schools accredited by accrediting agencies listed on CBC's [Transfer of Credit](#) page will be evaluated;

4.2.1.1.2 Credits earned at institutions during their candidacy for accreditation by an institutional accrediting agency in 4.2.1.1.1 are accepted if accreditation was granted within three years of the candidacy. Credits earned while an institution was not either in candidacy or accredited will not be accepted.

4.2.1.2 Course and credit equivalency;

4.2.1.3 Applicability to the degree or certificate; and

4.2.1.4 [Articulation Agreements](#) with other institutions may be used.

4.3 Award of Academic Credit through Prior Learning Assessment

4.3.1 CBC awards credit through other means such as experiential learning, course challenge, credit by examination, and military credit and examination. See the College's policy on Academic Credit for Prior Learning for more information.

5.0 FORMS & OTHER RESOURCES

[Articulation Agreements](#)

[Credit Hour Policy](#)

[Transfer of Credit Webpage](#)

6.0 HISTORY & POLICY CONTACT

6.1 Originated: 07/2023

6.2 Revised: 10/2023, 12/2023

6.3 Proposal Date: 07/11/2023

6.4 Policy Review: 12/2023

6.5 Promulgation Date: 01/05/2024

6.6 Responsible Administrator: Vice President for Instruction