



TRANSFER CREDIT REQUEST FORM

PLEASE PRINT CLEARLY

Student Number: _____

Name: _____
Last First

Program: _____ E-Mail: _____@confederationc.on.ca

Confederation College course I am requesting credit for:

Course Code: _____ Course Name: _____

Previous institution course that I have taken:

Course Code: _____ Course Name: _____

Institution: _____ Mark: _____ (minimum grade of 60% or C required)

The following documents must be attached:

- Detailed course outline/syllabus from your previous course. Calendar descriptions are not sufficient.
- A transcript from your previous institution. You do not need to attach a transcript if you have already submitted it to Confederation College's Admissions Office **within the current application year.**

RETURN FORM TO: Registration Services, Confederation College, P.O. Box 398,
1450 Nakina Drive, Thunder Bay, Ontario P7C 4W1 OR FAX :(807) 473-3731

Use one form for each course request. Only request forms with all supporting documents attached will be processed. The fee for one transfer credit request is \$25. The fee for multiple requests submitted at the same time is \$50.

**Allow 4-6 weeks to process •Non-refundable•Not subject to appeal
Continue attending course until notified**

I certify that I have read, understand, and agree to the terms set forth in this policy (over).

Signature: _____ Date : _____

For Office Use Only			
Assigned to	_____	\$25.00 <input type="checkbox"/>	\$50.00 <input type="checkbox"/>
	Registration Officer	Date	Fee amount posted to student's account
Forwarded to	_____		
	Coordinator	Date	
Approval	<input type="checkbox"/> Approved of this student only <input type="checkbox"/> Approved for all students (add to database, minimum grade required (_____ %))		
	<input type="checkbox"/> Denied		
	Authorized Signature		Date
Comments	_____		
Student Notified	Email <input type="checkbox"/>	In Person <input type="checkbox"/>	By: _____ Date: _____

Approved for all students: Approved only for this student:

TRANSFER CREDITS

1. DEFINITION

- 1.1. Transfer credits are academic credits earned for approved courses completed at other post-secondary institutions.

2. PROCEDURE

- 2.1. Transfer credit requests will be assessed and awarded on a course by course basis. Requests for credit transfer should be submitted four months in advance of registration to allow time for assessment. Fall term requests should be initiated by May 1st and winter term requests should be initiated by November 1st. Requests received later than May 1st and November 1st will be subject to available resources. Students who are registered in the course they would like to receive transfer credit towards must apply for the credit prior to the semester deadline for course withdrawals.
- 2.2 Transfer Credit Request Forms are to be submitted to the Registrar's Office. For each transfer credit request, the applicant submits:
 - A completed Transfer Credit Request Form;
 - A detailed course outline from the previous course;
 - An academic transcript showing a minimum 60% or C grade in the previous course*; and
 - The appropriate fee.
- 2.3 The documents will be checked against a list of preapproved transfer credits. The transfer credit will be applied if the course from the previous institution is on the list. The package is sent to the appropriate Program Coordinator for assessment if the course is not on the list.
- 2.4 The Program Coordinator reviews the request and indicates an approval or denial status. The Program Coordinator returns the request to the Registrar's Office.
- 2.5 The Registrar's Office enters approved courses onto the applicant's transcript with a "TR" grade and contacts the applicant to share the outcome of the request.
- 2.6 **Once students are notified of approved transfer credits they are no longer required to attend and are responsible for dropping the course before the final date to withdraw from classes.**
- 2.7 An unsuccessful request is not recorded on a transcript. Students must register or continue taking the course. An unsuccessful outcome is not subject to appeal.

*A transcript will not need to be attached if one has already been submitted to the Registrar's Office in the current application year.

****Please be aware that transfer credits may affect full-time status. Dropping courses may impact full-time status and OSAP eligibility. If you have any questions about OSAP eligibility, please contact our financial aid staff.**

*****Transfer credits are recorded as a "TR" grade on transcripts and do not add value to Grade Point Averages.**