



INTERNAL PROGRAM TRANSFERS BEYOND LEVEL 01

Today's Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

To Be Completed By Registrar's Office:

The following full-time Algonquin student has requested to transfer from one program to another.

To: \_\_\_\_\_

Client Service Officer: \_\_\_\_\_ Room C150 Ext: \_\_\_\_\_

**SECTION I:**

TO BE COMPLETED BY STUDENT: Please enter your requested exemptions on back of form for approval.

Student's Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Program requested: \_\_\_\_\_

Level requested: \_\_\_\_\_ Term requested: \_\_\_\_\_

AAL: 02, 03, 04, 05, 06  
(Please circle one)

Fall Winter Summer  
(Please circle one)

Program in which currently registered: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION II:**

TO BE COMPLETED BY Chair/Dean (Please return to Registrar's Office.)

(Please note: If student is recommended for acceptance to Level 01, s/he must send an official application to ontariocolleges .ca)

- This candidate is acceptable to Level \_\_\_\_\_, in the \_\_\_\_\_ Term with no conditions.
- This candidate is acceptable to Level \_\_\_\_\_ but must be placed on a waiting list.
- This candidate is conditionally acceptable to Level \_\_\_\_\_ up completion of \_\_\_\_\_.
- This candidate is acceptable to Level \_\_\_\_\_ on the following conditions (see below).

Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

(Signature of Academic Administrator)

Date: \_\_\_\_\_

**SECTION III:** This form is to be forwarded to the department from which the student is transferring:

Reviewed by: \_\_\_\_\_

(Chair/Dean Signature)

Date: \_\_\_\_\_

To formalize compliance with the Freedom of Information and Protection of Privacy Act, Algonquin College requires that you read the statement below. The information gathered through this document is collected under the legal authorization of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6.

The information is used for educational, administrative and statistical purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. Administrative purposes may include the disclosure to or on behalf of the Students' Association of Algonquin College for the purposes of the activities of the Association or to establish qualifications for benefits such as drug plan cards, OC Transpo passes or Alumni Association. The College publishes the names of students who graduate and/or achieve academic excellence. Under the Privacy Act, individuals can request access to their own, individual information held on federal banks, including those held by Statistics Canada. Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database. Further information on the use of this information can be obtained from Statistics Canada's web site: <http://www.statscan.ca> or by writing to the Postsecondary Section of Statistics Canada, Centre for Education Statistics, 17<sup>th</sup> Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, K1A 0T6.

Please see reverse

STUDENT NAME: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

To be completed by Student						To be completed by Department			Registrar	
Course Number	Course Exemption Requested: Course Title	Level Offered	Course Number	Exemption Request Based on: Course Title	Date Completed	Granted	Denied	Course Chair/Coordinator	Date Entered	Entered by
Academic Administrator Signature _____						Date _____				