



Registrar's Office  
1385 Woodroffe Ave.  
Ottawa, ON K2G 1V8

TERM: \_\_\_\_\_  
Year

FALL  WINTER  SPRING

APPLICATION FOR  
**ADVANCED STANDING**  
BASED ON EXTERNAL TRANSFER CREDITS

Carefully read instructions on reverse side before completing

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Program Name: \_\_\_\_\_ Program Number: \_\_\_\_\_ Level: \_\_\_\_\_ Date: \_\_\_\_\_

| <i>To be completed by the student</i>                                   |                        |               |                            |                             |                |                 | <i>To be completed by the Department</i> |        |                | <i>Registrar's Use Only After Department Review</i> |            |
|---|------------------------|---------------|----------------------------|-----------------------------|----------------|-----------------|--|--------|----------------|---|------------|
| <b>COURSE EXEMPTION REQUESTED:<br/>for Algonquin's Program of Study</b> |                        |               | <b>BASIS OF EXEMPTION:</b> |                             |                |                 | Granted                                  | Denied | Academic Chair | Date Entered  | Entered By |
| Course Number   | Algonquin Course Title | Program Level | Course Number              | Institution and Course Name | Date Completed | Grade Minimum C |  |        |                |   |            |
|   |                        |               |                            |                             |                |                 |  |        |                |   |            |
|   |                        |               |                            |                             |                |                 |  |        |                |   |            |
|   |                        |               |                            |                             |                |                 |  |        |                |   |            |
|   |                        |               |                            |                             |                |                 |  |        |                |   |            |
|   |                        |               |                            |                             |                |                 |  |        |                |   |            |
|   |                        |               |                            |                             |                |                 |  |        |                |   |            |

Supporting documentation is attached.  
 Official Post-Secondary Transcript     Course Outline(s)  
 Note: Application cannot be processed without fee and supporting documentation attached. Application must be accompanied by the \$50 Advanced Standing Fee (non-refundable). Please see attached payment form.

Student's 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. For questions related to this policy, please contact the Registrar, 1385 Woodroffe Avenue, Ottawa, ON, K2G 1V8 or (613) 727-4723. 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 website: <http://www.statcan.ca> or by writing to the Postsecondary Section of Statistics Canada, Centre for Education Statistics, 17<sup>th</sup> Floor, R.H. Coates Building, Tunney's Pasture, Ottawa, K1A 0T6.

\_\_\_\_\_  
Chair/Dean Signature

\_\_\_\_\_  
Chair/Dean Name (Please print)

Date: \_\_\_\_\_ Note: identify course(s) that you do not want added to the exemption database with as asterisk (\*).

# APPLICATION FOR ADVANCED STANDING BASED ON EXTERNAL TRANSFER CREDIT

## IMPORTANT INFORMATION AND PROCEDURES:

1. Students requesting Advanced Standing apply to [ontariocolleges .ca](http://ontariocolleges.ca) and are processed through the Registrar's Office.
2. Prior to processing, each application must be supported by:
  - an official transcript and course outline(s).
  - payment of \$50.00 assessment fee, payable to Algonquin College (non-refundable).
3. Transfers of credit are granted for equivalencies taken at other post-secondary institutions (i.e. colleges, universities, CEGEP, etc.) and may be requested for entrance to an Advanced Level at Algonquin College.
4. It is the student's responsibility to initiate an application. This application must be completed in full. Under "Course Exemption Requested", enter the Algonquin course number, and title. Under "Basis for Exemption", enter the course number, course title and institution where you completed the course.
5. The Registrar's Office will notify students as soon as the results are received from the department.