



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

Carefully read instructions on reverse side before completing

EXTERNAL
**Application For External Transfer Of
Academic Credit (Exemption)**

TERM: FALL WINTER SPRING _____
Year

Please Print:

Name: _____ Student Number: _____ Program Number: _____
(Last Name) (First Name) (if available)

Address: _____ Program Name: _____ Level: _____
(Certificate/Diploma working towards)

City: _____ Postal Code: _____

Telephone (Home): _____ (Business): _____

email Address: _____

Please indicate if you are a: Day Student In a Graduating Level
 Continuing Education Student

<i>To be completed by the student</i>									<i>To be Completed by the Department</i>				
COURSE EXEMPTION REQUESTED: for Algonquin's Program of Study			BASIS OF EXEMPTION:						Currently Registered and Wish to Withdraw from:		Granted <small>(please initial)</small>	Denied <small>(please initial)</small>	Comments
Course Number	Algonquin Course Title	Program Level	Course Number	Institution and Course Name	Date Completed	Grade (Minimum C)	Hours	Course #	Student Signature				

<p>Supporting documentation is attached.</p> <p><input type="checkbox"/> Official Post-Secondary Transcript <input type="checkbox"/> Course Outline(s) <input type="checkbox"/> Transcript on File</p> <p>Note: Application cannot be processed without fee and supporting documentation attached. Please note that external exemption requests must be accompanied by a \$10 payment per request (see attached payment form).</p> <p>Student's Signature: _____ Date: _____</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">Chair/Dean Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Chair/Dean Name <i>(please print)</i></p> <p>Date: _____</p> <p style="font-size: small; text-align: right;">Note: identify course(s) that you do not want added to the exemption database with an asterisk (*)</p>
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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, 17th Floor, R.H. Coates Building, Tunney's Pasture, Ottawa, K1A 0T6.

APPLICATION FOR EXTERNAL TRANSFER CREDIT PROCEDURE (Credit based on academic studies completed at other post-secondary institutions)

Please Note: Prior to processing, each applicant must be supported by an official transcript, course outlines and a payment of \$10.00 per external course credit requested (non-refundable)

1. Students requesting a transfer of academic credit (exemption) apply through the Registrar's Office.
2. Applications with payment and supporting documentation should be submitted to the Registrar's Office. Each application will be forwarded by the Registrar's Office to the appropriate Academic Chair for assessment.
3. Students who wish to add course(s) to replace the transfer credit granted, must request the transfer credit three weeks prior to the start of term.
4. Students must request exemptions for the current term within five days from the start of the term (some exceptions may apply).
5. Approved applications must be returned to the Registrar's Office by the appropriate Chair/Dean on or before the last day of the fourth week of the term.

IMPORTANT INFORMATION AND PROCEDURES:

1. This application must be completed in full. For each course exemption that you are requesting, enter the number and name of that course. Next, enter the number and name of the course successfully completed at the external academic institution (i.e. Colleges, Universities, CEGEP, etc.) that is equivalent and that is the basis of your exemption request.
2. Normally, transfer credit (exemption) will only be granted for courses completed during the last five (5) years. A minimum grade of "C" is required.
3. For mail-in requests, allow up to six (6) weeks for processing.
4. Exemption requests that are granted will be posted accordingly on ACSIS. Students may check their results by logging onto ACSIS at acsis.algonquincollege.com. Please select the correct term to view grades. Clients will be notified in writing regarding exemption requests that are denied.
5. Students must request exemptions for the current term within the Timetable Change Period. Students are advised to remain in the course(s) until they are advised of the status of their request.
6. Students who request transfer credit outside of the Timetable Change Period will have their request processed for the next term. Students should attend classes until a decision has been made regarding the exemption. Once an exemption is approved, the student will be withdrawn from the course in question by the Registrar's Office, unless the withdrawal results in a change of classification from full-time to part-time.

Please note: Credit based on knowledge and skills gained through life or work experience will be evaluated through the Prior Learning Assessment Office. For information about PLA, please call 613-727-4723, ext. 7027.