



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

Carefully read instructions on reverse side before completing

**INTERNAL**

TERM: FALL  / WINTER  / SPRING  \_\_\_\_\_ Year

**Application for Internal Transfer of Academic Credit (Exemption)**  
**(Credit based on studies completed at Algonquin)**

Please print:  
 Name: \_\_\_\_\_ (Last Name) \_\_\_\_\_ (First Name) Student Number: \_\_\_\_\_ Program Number: \_\_\_\_\_ (if available)  
 Address: \_\_\_\_\_ Program Name: \_\_\_\_\_ Level: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ (Certificate/Diploma working towards)  
 Telephone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_  
 Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email: \_\_\_\_\_

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

To be completed by the student							To be completed by the Department			Currently Registered and Wish to Withdraw From:	
COURSE EXEMPTION REQUESTED:			BASIS OF EXEMPTION				Granted	Denied	Academic Chair	Course #	Signature
Course Number	Course Title	Level Offered	Course Number	Course Title	Grade Received	Date Completed					

Academic 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 Colleges and University Act, R.S.O. 1980, Chapter 272, S.5, R.R.O. 1980, Regulation 640. 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 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, of course outlines and a payment of \$10.00 per external course credit requested (non-refundable).**

1. New/returning 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 prior to the start of term.
4. Students must request exemptions for the current term within ten 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 Academic Chair 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 an external academic institution (i.e. Colleges, Universities, CEGEP, etc.) that is equivalent and that is the basis of your exemption request. Using the published program of study for your program, indicate the level in which this course is offered.
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](http://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 who apply for exemptions up to and during the first ten days of the start of term, are encouraged to attend the classes in question until a decision has been made regarding the exemption request. Once an exemption request is approved, the student will be withdrawn from the course in question by the Registrar's Office.
6. Students granted external transfer credit (exemptions) are encouraged to obtain guidance from their academic advisor in selecting other courses from the program of study should they wish to maintain their full-time status.
7. Exemption requests submitted after the last day of the second week of the term will be considered for the next upcoming 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.