

Carefully read instructions on reverse side before completing

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

TERM: _____ Year
FALL **WINTER** **SPRING**

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): _____

Student's Signature: _____ Date: _____

Please indicate if you are a :

Day Student Continuing Education Student

<i>To be completed by Student</i>						<i>To be completed by Department</i>			<i>Registrar's Use Only After Department Review</i>	
COURSE EXEMPTION REQUESTED:			BASIS OF EXEMPTION			Granted	Denied	Academic Chair	Date Entered	Entered By
Course Number	Course Title	Level Offered	Course Number	Course Title	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 or OC Transpo passes. 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 INTERNAL TRANSFER OF ACADEMIC CREDIT (EXEMPTIONS) PROCEDURE

(Credit based on studies completed at Algonquin)

DAY STUDENTS

1. Students must submit an application to the Registrar's Office before the end of the second week of the term. It is the student's responsibility to initiate an application.
2. Applications from service courses must be approved by the Service Academic Chair.
3. Course Academic Chairs' signatures are required for each exemption requested, whether granted or denied. A space is provided for the Academic Chairs' signature at the bottom of the form.
4. 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.

CONTINUING EDUCATION STUDENTS

1. Application for internal transfer of credit (exemptions) must be submitted to the Registrar's Office.
2. It is the student's responsibility to initiate an application.
3. Coordinators' signatures are required for each exemption requested, whether granted or denied. A space is provided for the Dean's signature at the bottom of the form.
4. Applications must be returned to the Registrar's Office within two weeks of receipt.

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 Algonquin (with the completion date, e.g. April 99) 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.
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 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. Students wishing to remain in the course are required to notify the Registrar's Office accordingly.
6. Students granted internal 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. Note that this is only possible during the timetable change period.
7. Exemption requests submitted after the first ten days of the start of 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 change of classification.

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.