



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

**Carefully read instructions on reverse side before completing**

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

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

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

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

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

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, Alumni Association or for the Key Performance Indicators Survey. 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 an asterisk (\*).

## APPLICATION FOR INTERNAL TRANSFER CREDIT PROCEDURE (Credit based on academic studies completed at Algonquin)

### **Please Note:**

1. Students requesting a transfer of academic credit (exemption) apply through the Registrar's Office.
2. Each application will be forwarded by the Registrar's Office to the appropriate Chair/Dean for assessment.
3. Students who wish to add course(s) to replace the transfer credit granted, must request the transfer credit at least three (3) weeks prior to the start of term.
4. Students must request exemptions for the current term within the Timetable Change Period, which ends five days after the start of term.
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 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](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 for the Timetable Change Period, 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 transfer of 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 outside of the Timetable Change Period 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.