Requesting External Transfer of Credit (Exemptions)

Apply for transfer of credits and request to be exempted from courses using the Algonquin College Student Information System, otherwise known as ACSIS.

Note: External exemptions are based upon courses you have previously taken outside of Algonquin College. If you are basing your exemption on a course taken at Algonquin, please view our ACSIS How-To Guides *for help applying for Internal Transfer of Credit.*

STEP 1

Log in to ACSIS, using your student number.

STUDENT INFORMATION SYSTEM - YOUR ONE-STOP SHOP

Student Number:

e.g.: *012345678*

Next

Your student number must not contain any spaces or hyphens and must be in the form **012345678** and is located on your Student Card.

Your Name
00002345
Full Time Student

Problems logging in? Read our login FAQ

Algonquin College considers all of your information personal and private. All information within this system is kept secure to ensure your privacy.

STEP 2

Select *Transfer of Credit/Exemption* under *Courses.*

STEP 3

Use the following page to determine which type of exemption you are applying for (Internal or External).

Once you are ready, select *Click Here To Continue.*

APPLY FOR A TRANSFER OF ACADEMIC CREDIT (EXEMPTION)

Internal Transfer of Credit (Exemption) - For Studies Completed at Algonquin

The College recognizes that courses delivered within the College in different programs may lead to essentially the same learning outcomes. With the College assigning an equivalency status to courses, this allows students to receive an internal transfer of credit for identical or equivalent College courses when entering another program of study. Normally, only those courses completed during the last five (5) years will be considered for transfer of credit, excluding General Electives which have no time restriction. For detailed information refer to policy AA09 – Transfer of Academic Credit (Internal).

External Transfer of Credit (Exemption) - For Studies Completed at Other Institutions

The College will award transfer of credit to students for courses completed at other recognized post-secondary institutions, on the basis that the learning outcomes are equivalent and current to the courses within their program of study. Normally, only those courses completed during the last five (5) years will be considered for transfer of credit, excluding General Electives which have no time restriction. A minimum grade of "C" or equivalent is required. For detailed information refer to policy AA10 – Transfer of Academic Credit (External). Prior to processing, each application must be supported by an official transcript, course outline and a payment of $10.00 per external course credit requested (non-refundable).

Special Note for International Students

Applications for transfer of international credits may require a third party assessment. It is not a guarantee of credit transfer. The suggested organizations for assessment are World Education Services or International Credential Assessment Services of Canada. Comprehensive Assesment required (not basic).

Should you have any questions, please visit our FAQs site or contact us via email at askus@algonquincollege.com or by telephone at 613-727-0002 or using our toll-free no. at 1-800-565-4723.

Click Here to Continue

The next page will provide IMPORTANT INFORMATION AND PROCEDURES and TIMELINES. After reading the information and timelines, click *Agree* to continue. If you click *Disagree*, you will be returned to the *ACSIS* home page.

STEP 4

Under *External* Exemption, click *Apply for an Exemption.*

Note: You can also select from the following options to check on or complete previous applications:

- *View Pending Applications – Complete/submit an exemption application you had previously started*

- *View Submitted Applications. – View the processing status of applications you have already submitted*

If you selected *to apply for an Internal Exemption*, view our *ACSIS How-To Guides* for help applying for Internal Transfer of Credit.

STEP 5

If you selected to a*pply for an External Exemption*, you will need your transcript and course outline from the other institution in PDF format.

Select the *Term*, *Program*, and *Campus*. (Some of these items may populate automatically). When done, click *Next Step.*

EXTERNAL EXEMPTION APPLICATION

Before you begin, you will need the following documents from the other institution:
- **Transcript** (unless Algonquin has one on file)
- **Course Outline**

All documents need to be in **PDF** format.

Program Information

Term *	2020W	
Program Code *	0206X	**Culinary Skills**
Campus Code *	**WO**	**Woodroffe**

⬅ **Back**　　　　　　　　　　**Next** ➡

Note:

- *If you are unable to select your current term, select the next available term instead. If you are reapplying for a previously-refused exemption, you will need to select a different term than the one used in your original application.*

- *If you are a part-time course registrant, you will need to declare into a program before you can apply for an exemption; use the* Academic Planner *on* ACSIS. *(See our* ACSIS How-To Guides *for help.)*

STEP 6

Select your *Course Type* (view the image below for explanations of the different course types).

The *Course Number to be Exempted* will then be populated with a drop-down list of courses in your program that belong to that course type. Select the course you would like to be exempted from.

EXTERNAL EXEMPTION APPLICATION

Course Type * ● Core/Mandatory Course ⇐ Course code is listed directly in your program description.

○ General Education Elective Course ⇐ Listed in your program description as "General Education Elective." Students choose one course from a group of electives.

○ Other Elective Course ⇐ Course code is listed in your program description under "Elective."

Course Number to be Exempted * [▼]

In the bottom half of the form, you will enter the information for the course you are basing your exemption on (your *Basis Course*).

If you want to be withdrawn from the course that you are requesting an exemption from, select *Yes* beside *Withdraw me from the Course If Granted*; if you are granted the exemption you will be withdrawn from the course.

When you have entered all of the required information, select *Upload Document*.

Institution Type *	*Institution Type* ▼
Institution Name *	*Institution Name* ▼
Basis Course Number *	[ ]
Basis Course Name *	[ ]
Course Date Completed *	[ ] 🗓
Course Hours Completed	[ ]
Grade Received *	[ ]
Withdraw me from Course If Granted *	*Select* ▼
Additional Information (Optional)	[ ]

⇐ **Back**	**Clear Screen**	**Upload Document** ⇒
⇧ If you made a mistake in a previous screen, click here to go back.	⇧ Click here to clear the information and start over.	⇧ Click here to move to the next step

STEP 7

Upload a PDF of your transcript from the institution where you completed your basis course or, if we already have a transcript from this institution on your Algonquin file, click the box beside *Transcript already on file*.

Upload a PDF course outline for your basis course, then click *Review & Pay* to proceed to the next step.

Support Document Information

* **Attachments must be in .PDF format (Mandatory).**

☐ *Transcript already on file.*

Upload Transcript File *

[Select]

Upload Course Outline File *

[Select]

[⬅ Back] [Save & Add] [Review & Pay ➡]

STEP 8

You will be provided with a summary of the application(s) you have saved and have not yet submitted. Use the 🗑 button to delete unwanted applications. To add another application, click *Add another Course*. When you are ready, click *Pay & Submit All Records.*

EXTERNAL EXEMPTION APPLICATION - IN PROCESS

Application waiting for your submission ... you can:
- Delete one record at a time.
- Pay and submit all records at once.
- Add another exemption course.

Term	Prog.	Course	Course Title	Basis Course	Basis Course Title	Fee	🗑
2017W	1930X	GENED1	General Education	MAT0001	MANAGEMENT STUDIES	10.00	🗑 ← **Delete an Application**

|◀ ◀ 1 ▶ ▶| # Per Page 5 ▼   1 items in 1 pages

Note: Before your exemption request can be processed you must pay the Non Refundable amount indicated below. Once you pay, you will receive Confirmation Emails of your Application and Payment Receipt sent to: jennybuckingham79@gmail.com

Amount To be paid: 10.00 - (Non Refundable)

← **Add Another Course**   **Pay & Submit All Records** →

You will be shown the total amount to be paid. Click *Proceed With Payment*.

EXEMPTION CHECKOUT

Exemption Fees Balance

Total to be paid: $20.00

The above total includes HST. Business Number # 106699549.
All prices are in CDN funds.

| Proceed With Payment | Cancel |

Note: Your External Exemption request will not be sent for processing until the application fee is paid.

STEP 9

Enter your payment information and click *Pay With Your Credit Card*.

If the payment processes through successfully, you will be shown a confirmation screen on ACSIS. You will also be sent a confirmation email.

Your application for External Transfer Credit (Exemption) has now been submitted.