

Concordia University

**Newly Admitted Student Only
Faculty of Arts and Science**

Request for Specific Transfer Credits and/or Exemptions

(PLEASE PRINT CLEARLY)

Family Name: _____

Student I.D. No.: _____

First Name: _____

Telephone No.: _____

Current Program: _____

Fax No. : _____

Signature: _____

E-mail: _____

Course name & number at Concordia <i>Ex: Math 397</i>	Course name & number at the previous institution (s)	Name of the institution (s) where you took this course <i>Ex: Iowa State University 1998-01</i>	Course description (s) attached <input type="checkbox"/>	Recommendation from Academic Advisor <i>(for Advisor Use Only)</i>

If more space is required, please make additional copies of this form. Instructions on next page.

(For use by Counselor)

Date from the Dept.: _____

Instructions for completing the Department Evaluation of Specific Credits and/or Exemptions form. Please make sure that all required documentation is attached before submitting your request as any missing information may result in processing delays.

You have already been granted the maximum allowable transfer credits. In the event that you would like to obtain specific transfer credits or exemptions for courses in your program, it will be necessary for you to have the specific courses reviewed by your departmental adviser.

What are Transfer Credits?

Transfer credits are credits awarded for previous post-secondary studies. When transfer credits are awarded, the minimum number of credits that are required to complete the degree is reduced by the number of transfer credits awarded. *(Example: If you require a minimum of 90 credits to complete the degree and you have been awarded 15 transfer credits, you will be required to complete a minimum of 75 credits to obtain the degree).*

How do I request Specific Transfer Credit and/or Exemptions?

- 1) Complete the first part of this form
- 2) Attach a course description for each course for which you are requesting transfer credits. If the course description is in a language other than English or French, you must submit a translation in either English or French.
- 3) Attach a photocopy of your post-secondary transcript highlighting the course and the grade.
- 4) Submit all of the above information to the departmental academic adviser . If courses are from different departments, submissions must be made to each department separately.

How will I know if my Request for Transfer credits is approved or denied?

Once the evaluation is received back from your departmental adviser, the Admissions Counselor will:

- 1) Inform you of any changes in writing or via e-mail.
- 2) Update your admission file.

Once we have received the departmental evaluation form from your academic adviser, your request will normally be processed within 3 weeks.

Thank you for your cooperation.

Faculty of Arts & Science
Enrolment Management Office
April 2003