

Gina Cody School of Engineering and Computer Science

REQUEST FOR TRANSFER CREDITS FOR NEWLY ADMITTED STUDENTS TO THE GINA CODY SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

This form is intended for newly admitted students who have previous post-secondary studies (university or college) and who may be entitled to receive transfer credits and/or exemptions.

PLEASE READ CAREFULLY THE FOLLOWING INSTRUCTIONS

1. Transfer credit requests should be submitted as soon as possible after you accept your offer of admission and pay your confirmation deposit. Please note that such evaluations may take a minimum of 3 weeks to process during periods of high volume. If the transfer credits and/or exemptions are requested for first term course(s), then the request should be submitted preferably before the start of the term. Students have one attempt at requesting transfer credits and/or exemptions that should be submitted no later than the end of the first term.
2. Eligibility of transfer credits depends on the requirements of the program you have chosen and the grades you have received. Please note that no transfer credits will be awarded for courses completed more than ten (10) years ago. Note that 50% of program credits must be completed at Concordia for students transferring from an incomplete degree and at least 2/3 of the credits must be distinct from those of a completed degree; see section 13.3.3 of the Concordia Undergraduate Calendar.
3. For students admitted to the Bachelor of Engineering, the program of the previous institution must be accredited either by CEAB, ABET, or Washington Accord to obtain credit for many courses. Not meeting this condition will limit the number of transfer credits and/or exemptions that can be awarded (excluding the math and science prerequisites). Please refer to the websites below to check the accreditation of your post-secondary institution and your program.

CEAB	http://www.engineerscanada.ca/sites/default/files/w_engineering_schools.pdf
ABET	http://main.abet.org/aps/accreditedprogramsearch.aspx
Washington Accord	http://www.ieagreements.org/Washington-Accord/Accredited.cfm
4. Please review the course descriptions for the program to which you have been admitted. Course descriptions for all Engineering courses except Software Engineering are available [here](#). Course descriptions for Computer Science and Software Engineering courses are available [here](#). For all other courses outside the Gina Cody School of Engineering and Computer Science, please check the Undergraduate Calendar available [here](#).
5. If there is a course or courses, that you believe is equivalent to one you have taken and passed with a grade of C- or better (or the equivalent), at a previous post-secondary institution you should:
 - a) Complete the attached form.
 - b) Attach a copy of your transcript from previous post-secondary institution highlighting the courses in question. The transcript should include the official grading scale, if not please include the web site address that pertains to this information. (The transcript may need not be official for this request).
 - c) Attach a copy of course descriptions. Course descriptions must be from the university/ post-secondary institution from which transfer is being requested. The descriptions must be from official university documents such as course descriptions from a calendar, course syllabus, or their website (include url if this is the case). If they are not in English or French they must be officially translated. Student descriptions and translations are not accepted. The School reserves the right to request additional information, such as a detailed course outline or syllabus if additional information is needed to assess equivalency.

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6. After you accept the offer of admission and pay the confirmation deposit you may submit the information either by email or in person as follow ;

By e-mail

transfercredits-requests@encs.concordia.ca

Documents will only be accepted in PDF format. Please combine all information in one file.

In Person drop-off

Student Academic Services, Gina Cody School of Engineering and
Computer Science
Concordia University
1515 St. Catherine St. West, EV 2.125
Montreal, Quebec H3G1W1 Canada

7. Following evaluation of the material submitted, you will be notified of the decisions with respect to transfer credits/or exemptions in writing.

**Please note that incomplete forms will be returned and will create delays to the evaluation process. Please note that it's the applicant's responsibility to provide all documents to allow for a complete evaluation of the courses taken elsewhere. Depending on the evaluation response to the request of transfer credits and/or exemptions, the course selection and registration might be affected. We highly suggest submitting the request for transfer credits/exemptions prior to the commencement of your term.

