REQUEST FOR UNIVERSITY TRANSFER CREDITS FOR NEWLY ADMITTED STUDENTS TO THE JOHN MOLSON SCHOOL OF BUSINESS

This form is intended for newly admitted JMSB students in their first year of study who have previous post secondary studies (courses from Continuing Education are not accepted) and who may be eligible to receive transfer credits and/ or exemptions, at Concordia University.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY:

1. Review the course descriptions for the program you have been admitted to. This information is listed in the Undergraduate Calendar.

2. If there is a course at Concordia (electives are not evaluated) that you believe is equivalent to one you you have completed at a previous post secondary institution with a grade of C- or better, you should:

   c+Complete the form below. Please note that incomplete forms will **not** be processed.

   d+Attach one PDF of a **detailed** course outline/syllabus including information on the textbook(s) used for each course (i.e., Author, Title, Date and Publisher of the textbook if available) as well as a breakdown of the weekly topics covered in the course. Outlines which are considered acceptable are those distributed to you at the start of the semester, those taken from the institution's course calendar or downloaded from the institution's website (if these are detailed enough). All outlines must be complete including the Institution Logo.

   c) If the syllabus/outlines are in a language other than French or English, they must be accompanied by certified translation.

   d) Include your transcript(s) with your Transfer Credit request.

COURSE SYLLABI/OUTLINES THAT DO NOT MEET WITH THE ABOVE CRITERIA WILL NOT BE EVALUATED

50 The above information should be sent by email to: *vtcpuhgtetgfkulo udB eqpeqtfkc0ec*

60 Hqmqy kpi "gxcnwcvkqp"qh'vj g"o cvgtkcn'uwdo kwgf ."{qw'y kn'dg"pqvkhkgf "qh'cp{"ej cpi gu"y kj "tgur gev'vq "vtcpuhgt""""
    etgf ku'cpf lqt "gzgo p vkqpu'kp"y tkkpi 0"Rngcug"pqvg"vj cv'uwej "gxcnwcvkqpu'vcng"c"o knko wo "qh'8"y ggmu"vq"r tqeguu0

70 Uwf gpvu"o c{ "uwdo kv'c"o czko wo "qh'qpg"tgs wguv'/"uwdugs wgpv'tgs wguu'y kn'pqv'dg"accepted0

6. Business courses taken more than 10 years previously and all Continuing Education courses will not be considered for Transfer Credits0"

Please Note:

- Only courses that are part of the business program curriculum will be reviewed for specific Concordia course equivalence. Courses that you have taken outside of a business program may be used to fulfill the elective requirement of your program if deemed appropriate. These credits will remain on your Concordia Student Record as general (GENL A).

- Requests take a minimum of 6 weeks to process. Requests made after the DNE deadline, but before the DISC deadline may be eligible for transfer credits however, no applications for retroactive withdrawal will be accepted for courses in progress after the DNE deadline. For the DNE or DISC dates please consult the Academic Calendar.

REQUEST FOR UNIVERSITY TRANSFER CREDITS FOR NEWLY ADMITTED STUDENTS TO THE JOHN MOLSON SCHOOL OF BUSINESS

I have read all of the information prior to filling out this form and I understand that I have one attempt at requesting transfer credits/exemptions.

Name

Concordia I.D. no.

Signature

Email address

Program accepted to

Phone number

Your Course Name & Number	Name of Institution where course was taken	Concordia Course Equivalency	Decision Taken OFFICE USE ONLY	DB Purpose OFFICE USE ONLY
				○ CREDIT ○ EXEMPTION
				○ CREDIT ○ EXEMPTION
				○ CREDIT ○ EXEMPTION
				○ CREDIT ○ EXEMPTION
				○ CREDIT ○ EXEMPTION
				○ CREDIT ○ EXEMPTION
				○ CREDIT ○ EXEMPTION
				○ CREDIT ○ EXEMPTION

FOR OFFICE USE ONLY:

Date Submitted: _____

Admissions Officer: _____

Program Length: _____

09/2020