

TRANSFER CREDIT APPLICATION FORM

Please read all of the details below prior to completing the transfer credit form.

Supporting Documentation

All transfer credit applications must be accompanied by full course outlines. Calendar descriptions are not sufficient.

Minimum requirements: students must have taken the course at a postsecondary institution and achieved a minimum grade of “C” or better or equivalent.

All international transcripts and course outlines must be evaluated and translated by one of following services:

World Education Services (www.wes.org)

University of Toronto (<http://learn.utoronto.ca/ces.htm>)

International Credential Assessment Service (<http://www.icascanada.ca/home.aspx#>)

Transfer Credit Process

Transfer credit applications should be submitted to the **Office of the Registrar** 4 weeks prior to the start of the semester.

Once your transfer credit application, supporting documentation and the appropriate fee are submitted, it will be logged on your student record and sent to the academic school for review.

While waiting to hear the results you should continue to attend classes. Results can be viewed on srs.humber.ca (Transfer Credits and PLAR). If you are granted the credit you are responsible for officially dropping the course. You can do this in The Office of the Registrar.

Following the Assessment

If you are granted a transfer credit, you may be permitted to take a replacement course of equal credit in that term provided you register for the course during the required registration timeframe. You must take a replacement course that is scheduled for that term and is part of your curriculum. Replacement courses must be added before the fifth day of classes. You cannot carry over credits from one term to the next.

If the course is in a future semester you are required to contact the Office of the Registrar to remove the course from your timetable when it is loaded.

Special Consideration

The last course to which transfer credit applies is normally HUMA 024 Humanities. For example, if a student qualifies for two General Education transfer credits and is in a program that requires two General Education courses and a Humanities, the student would still have to take the HUMA 024 Humanities course to satisfy the program requirements; in this case, only if a third transfer credit is granted, would an exemption from HUMA 024 Humanities be granted.

There is no charge for transfer credits from the University of Guelph-Humber.