

TRANSFER CREDIT REQUEST FORM

Please complete the following information:

Personal Information		
Last Name	First Name	
School of Continuing Studies (SCS) Student Number (if known)		
Date of Birth	Phone Number	E-mail

I would like to request a transfer credit assessment for my registration in the following certificate program.	
Certificate Program Name	Session

SCS Course Name/Code (attach required documentation to submission as per Transfer Credit policy).

Canadian External Institution

International External Institution

EXTERNAL COURSE COMPLETED	
Prior Education Institution	Course Code
Course Name	
Final Grade	Number of Credits/Length of Course (one term/full year):
Year Completed	Term Completed

Transcript included

Course Outline included

Other documentation

DECLARATION: I have provided a full and accurate account of my situation. I recognize that it is my responsibility to include all documentation. I understand that missing documentation may result in the delay or denial of my transfer credit assessment. I have read and understood the Transfer Credit Policy.

Signature:	Date:
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Protection of Privacy: Personal information in connection with this form is collected under the authority of The York University Act, 1965 for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by the School of Continuing Studies, please contact the School of Continuing Studies at 116 Atkinson, York University, 4700 Keele Street, Toronto, ON, M3J 1P3, 416-736-5616, continue@yorku.ca

>>> OFFICE USE ONLY <<<

Processed by (please print)	Assessment package complete:
Signature:	Assessment package incomplete:
Date:	Documentation incomplete:

TRANSFER CREDIT POLICY

You may be eligible to transfer a maximum of one equivalent course credit from other institutions and receive advanced standing in SCS certificate programs. Please complete this request form and forward to the Program Manager for approval via continue@yorku.ca or in writing to: School of Continuing Studies 4700 Keele Street – Room 116 Atkinson Toronto, Ontario M3J 1P3 for assessment.

Tuition will be discounted based on the current cost of the course.

Approved courses for advanced standing must meet the following criteria:

1. There must be a 90% overlap in content and curriculum, and the same number of contact hours as the courses offered in SCS's program.
2. The courses must be at the university level (from an accredited academic institution) with a grade of B or better. College equivalents will not be considered.
3. All submissions must include:
 - SCS Transfer credit request form
 - An official transcript outlining the course completed
 - The contact hours
 - The final grade
 - Full course outlines must also be submitted that contain:
 - The full course description
 - Learning objectives
 - Assessment and reading materials
 - Weekly content covered

* An example of acceptable course outline can be found here:

<http://futurestudents.yorku.ca/transfer-credit/documents/course-outline-example>

Please note that incomplete packages cannot be reviewed.