

APPLICATION FOR TRANSFER CREDIT (Course Exemptions)

DEADLINE: Must be Returned by August 27 for Fall Semester Processing

STUDENT INFORMATION:	
STUDENT NUMBER: _____	PROGRAM: _____
NAME: _____	DATE: _____
STUDENT'S SIGNATURE: _____	EMAIL ADDRESS: _____
PREVIOUS COLLEGE OR UNIVERSITY COURSE:	TRANSFER CREDIT REQUESTED IN:
COLLEGE/UNIVERSITY: _____	FLEMING COURSE CODE: _____
COURSE CODE: _____	COURSE NAME: _____
COURSE NAME: _____	SEMESTER: _____
GRADE: _____	

FORM MUST BE APPROVED BEFORE SUBMITTING TO THE REGISTRAR'S OFFICE	
APPROVED BY: _____	DATE: _____
PROGRAM/SUBJECT COORDINATOR: (PRINT) _____	SIGNATURE: _____
SUBJECT COORDINATOR APPROVAL REQUIRED FOR GENERAL EDUCATION, MATHEMATICS, SCIENCE, COMPUTERS, COMMUNICATIONS, PSYCHOLOGY	

- It is the responsibility of the Coordinator/Faculty to review the **course outline** and approve the content.
- It is the student's responsibility to ensure that the Registrar's Office has an official transcript on file.
- It is the responsibility of the student to ensure that course is dropped from their timetable before the 10th day of classes. Courses dropped after the 10th day of classes will receive a 'W' or a 'WF' as per the academic regulations.
- Transfer Credits may affect your course load which in turn may affect your full-time status, fees and eligibility for OSAP, scholarships, bursaries and the student health plan.
- The equivalent course may only be used once and must be a passing grade.

FOR OFFICE USE ONLY:	
COURSE DROPPED FROM TIMETABLE <input type="checkbox"/>	COORDINATOR SIGNATURE VERIFIED <input type="checkbox"/>
OFFICIAL TRANSCRIPT ON FILE <input type="checkbox"/>	TRANSFER CREDIT : VERIFIED <input type="checkbox"/> PENDING <input type="checkbox"/>
ENTERED/VERIFIED BY: _____	KEY PUNCHED: <div style="border: 1px solid black; width: 100%; height: 100%;"></div>
COMMENTS:	

The information on this form is collected under the legal authority of the Ministry of Colleges and Universities Act, R.S.O. 1980, Chapter 272, S.S., R.R.O. 1980, Regulation 640. The information is used for Administration and Statistical purposes of the College and/or the Ministries and Agencies of the Government of Ontario and the Government of Canada.

QUESTIONS REGARDING TRANSFER CREDITS SHOULD BE DIRECTED TO THE RECORDS OFFICE 705-749-5530 EXT. 1657