

TRANSFER CREDIT APPLICATION FORM

DETAILED COURSE OUTLINES presented on single sided paper only and a copy of your **TRANSCRIPT(S)** must be attached. Course descriptions in College/University calendars are not sufficient. Applications submitted without the appropriate documentation will not be processed. While waiting to hear the results of transfer credit applications, students should continue attending classes. In order for a course from another institution to be considered for a Transfer Credit for a Lambton College course, the minimum acceptable grade is greater of C or the grade required on the Lambton College course for progression or graduation from a program.

STUDENT NUMBER: TELEPHONE: PROGRAM NAME:

SURNAME: GIVEN NAMES: OEN #

Student Signature: _____ Date:

I am applying for a transfer credit for the following Lambton College course(s):

UNIVERSITY/COLLEGE

LAMBTON COLLEGE

THIS SECTION FOR ACADEMIC SCHOOL USE ONLY

INSTITUTION NAME	COURSE CODE	COURSE NAME

COURSE CODE	COURSE NAME

TRANSFER CREDIT	Add to Standing List	Faculty	Co-ordinator	Dean

Comments:

Dean's Approval: _____ Dean's Approval: _____ Dean's Approval: _____ Dean's Approval: _____

Date: Date Returned to Registrar's Office

TRANSFER CREDIT PROCEDURE

Students requesting a transfer credit will be required to submit a Transfer Credit Application Form to the Registrar's Office. The student must provide a transcript and course outlines for courses taken at the other postsecondary institution. Transfer credit applications must be submitted within the first ten (10) days of classes in a semester.

The Registrar's Office will record the application and will forward it along with the documentation to the appropriate program dean for evaluation.

The program dean will return completed Transfer Credit application forms to the Registrar's Office. Transfer credit(s) that have been approved will be entered on the student's record and the student will be notified as to which transfer credits have been approved. The application form and supporting documentation will be kept on file by the Registrar's Office.