

Transfer Credit (TC) Checklist

Checklist of items that you must complete before you return to meet the Academic advisor.

Credit transfer simply means getting credit for courses completed at one institution or in one program, when switching to another

1. In order to request for a TC needs to be enrolled in one of our programs – Hanson College
 2. Only eligible for TC if coming from a public institution
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In order to process your credit transfer requests you must provide your advisor with the following documents:



- Official transcript** – It cannot be a printout from your college file of your grades and you must have achieved a minimum grade of 60 per cent or the minimum passing grade for the course, whichever is higher.
- Course outlines-** Course outlines must include the course title, number/code, description, learning objectives, topics covered, textbook(s) used, assignments, evaluation scheme, etc. The outline should reflect the semester in which you successfully completed the course. (i.e., Same Academic year)
- Sealed Transcript-** Once your credit transfers approved, you need to provide me an official sealed transcript. (Note-Transcripts must be in an envelope sealed by the sending institution).

All credit transfers will be forwarded to Cambrian College for review and then you will be are notified of the decision(s).

Requests for equivalency or credit transfer typically up to 6 weeks for a response. This may be higher during peak periods (such as semester start).

Contact the student Academic department for any questions regarding this form.

Student signs below, stating they understand this information provided

Student Signature

Today's Date

Advisor Signature

Next Appointment