

## Transfer Credit (TC) Checklist

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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. A student requesting a TC must be enrolled in one of our programs at Hanson College.
2. To be eligible for TC, you must be coming from a public institution \*TC approval is not applicable for tuition adjustment\*
3. Applications for TC must be handed in prior to the start of the registered semester for fast processing; students can submit applications up to 4 weeks prior to the semester start date.

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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