

TRANSFER CREDIT APPLICATION FORM

DETAILED COURSE OUTLINES 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.

STUDENT NUMBER:	TELEPHONE:	PROGRAM NAME:
SURNAME:		GIVEN NAMES:

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

Student Signature _____ Date _____

LAMBTON COLLEGE		UNIVERSITY/COLLEGE				THIS SECTION FOR ACADEMIC SCHOOL USE ONLY					
COURSE CODE	COURSE NAME	INSTITUTION NAME	COURSE CODE	COURSE NAME	TRANSFER CREDIT (TC)		Add to Standing List	Faculty	Coordinator	Dean	
					Yes	No					
1											
2											
3											
4											
5											
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.