

# Transfer/Exemption Credit Request Form

Instructions to students:

1. Complete the form (use one form per course) following the guidelines overleaf.

2. Submit copies of certificates, course description and course outline for the course of study relevant to the request. Submit résumé if listing additional applicable experience. Arrange for official transcript to be sent to the Office of the Registrar.

3. Submit completed, signed form to the Office of the Registrar (Admissions Office for New Applicants)
- \* **N.B.** The Transfer Credit Request Form will not be submitted to the academic department for review until all documents, including the official transcript, are received.

Cost for Transfer Credit Request: \$300.00

Cashier's stamp & Receipt Number:

Student Information - Please PRINT

Student ID Number	Last Name	First Name	Date
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>			<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>
(Area Code) Home Telephone	(Area Code) Office and / or Cellular Telephone	E-mail	
COSTAATT programme applied/enrolled for			Academic Year and Semester
Have you applied for other credit transfers?		* See notes overleaf on the credit limit that may be transferred per programme.	
<div><div><input type="radio"/> No</div><div><input type="radio"/> Yes - How many credits</div></div>			

COSTAATT course for which Transfer Credit is Requested - Please PRINT

Course Code	Credits	Contact Hours	Course Type *	* See department's programme documents to identify the course type
			<div><div><input type="radio"/> Major area of study</div><div><input type="radio"/> Core curriculum</div><div><input type="radio"/> Elective</div><div><input type="radio"/> Pre-College</div></div>	
Course Title				

Previous Course of Study Relevant to Transfer Credit Requested - Please PRINT

Institution							
Name of programme / workshop / short course			Credits / Hours	Status:	Programme Level:		
				<div><div><input type="radio"/> Completed</div><div><input type="radio"/> Incomplete</div></div>	<div><div><input type="radio"/> Certificate</div><div><input type="radio"/> Diploma</div><div><input type="radio"/> Undergraduate degree</div><div><input type="radio"/> Postgraduate qualification</div><div><input type="radio"/> Other</div></div>		
Course Code	Course Title			Credits/Contact Hours	Grade Earned	Mark Range	Date of Completion

ADDITIONAL APPLICABLE EXPERIENCE to Transfer Credit requested - Please PRINT

If applicable, list Additional Experience (attach résumé if necessary)

Signature of Student

Date

Official Use—continued overleaf

CHECKLIST OF SUPPORTING DOCUMENTS

Item	Original Seen/ Copy Received	Signature of official receiving documents & Date	Outstanding	Received & Initials
Academic Certificates	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Official Transcripts	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Course Description	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Course Outline	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Resume	<input type="checkbox"/> <input type="checkbox"/> N/A		<input type="checkbox"/>	<input type="checkbox"/>

# GUIDELINES

## FOR THE TRANSFER OF CREDITS

*The following represents guidelines to be adhered to by students*

### DEFINITIONS AND ACRONYMS

**COURSE DESCRIPTION:** A short description of the contents of a course which is usually included in an institution's catalogue.

**COURSE OUTLINE:** A detailed document which specifies the goals and objectives of a course as well as the skills, knowledge, attitudes and competencies to be acquired by the students and the assessments used to determine these.

**CREDIT:** A unit of measurement in higher education which is used to equate contact time/hours with various types of instructional activities such as lectures, laboratory sessions or clinical experiences.

**CREDIT HOUR:** The unit for measuring educational credit based on the number of instructional and homework hours per week in a course. The credit hour at COSTAATT is stated in the College's catalogue.

**EXEMPTION:** The process by which an institution determines that a student's prior learning is equivalent to the learning outcomes of a required course offered by the receiving institution, and waives the requirement for the student to complete same.

**OFFICIAL TRANSCRIPT:** A record of a student's academic performance at an educational institution that bears the stamp and signature of the Registrar and the statement "Official Transcript".

**TRANSFER OF CREDIT:** The process of assessing a student's prior learning, determining it to be equivalent to targeted learning outcomes for a required course at the receiving institution, exempting the student from completing the required course, and awarding transfer credits for same.

### Official Use

ACADEMIC DEPARTMENT — Decision made			
	Yes	No	Justification for decision
Transfer Granted?	<input type="checkbox"/>	<input type="checkbox"/>	..... ..... .....
Exemption Granted	<input type="checkbox"/>	<input type="checkbox"/>	Alternative course to be pursued.....

Name and signature of faculty assessing course (if applicable)	Date
	D   D   M   M   Y   Y   Y   Y
Signature of Head of Department responsible for the course	Date
	D   D   M   M   Y   Y   Y   Y
Signature of Dean	Date
	D   D   M   M   Y   Y   Y   Y

OFFICE OF THE REGISTRAR

Processed by ..... Date Processed .....