

<i>Date of Request:</i>		Official Transcripts Provided	
<i>Student Name:</i>		Number of Course Outlines Provided	
<i>SCC Student Number:</i>		Previous Institution Name:	
<i>Student Telephone Number:</i>		<i>SCC Student Email Address:</i>	
1	<i>Course Code (Previous Institution)</i> <i>Course Name (Previous Institution):</i>	<i>Course Code seeking credit for (SCC):</i> <i>Course Name seeking credit for (SCC):</i>	
2	<i>Course Code (Previous Institution)</i> <i>Course Name (Previous Institution):</i>	<i>Course Code seeking credit for (SCC):</i> <i>Course Name seeking credit for (SCC):</i>	
3	<i>Course Code (Previous Institution)</i> <i>Course Name (Previous Institution):</i>	<i>Course Code seeking credit for (SCC):</i> <i>Course Name seeking credit for (SCC):</i>	
4	<i>Course Code (Previous Institution)</i> <i>Course Name (Previous Institution):</i>	<i>Course Code seeking credit for (SCC):</i> <i>Course Name seeking credit for (SCC):</i>	
5	<i>Course Code (Previous Institution)</i> <i>Course Name (Previous Institution):</i>	<i>Course Code seeking credit for (SCC):</i> <i>Course Name seeking credit for (SCC):</i>	

Request for Transfer of Academic Credit

- 1) This form is to be used where a student wishes to obtain the transfer of previously acquired academic credit(s) towards a St. Clair College course in a program in which the student is currently registered or plans to be registered in the near future. (Identified above). Fully completed packages to be emailed to info@stclaircollege.ca.
- 2) These previously acquired academic credits may have been taken at another post-secondary educational institution (**external academic credit**) or may have been taken as part of a different program offered at St. Clair College (**internal academic credit**).
- 3) All transfers of academic credit (both internal and external) will be recorded on the St. Clair academic transcript as 'AS' (advanced standing) and will not be calculated in the GPA for the program in which the transfer of academic credit was granted. (College Policy # 1.6.9)
- 4) A minimum 23 hours of instruction are required to be equivalent to a 2.0 credit course, 38 hours of instruction for 3.0 credit course and 53 hours of instruction for a 4.0 credit course.
- 5) A minimum grade of C or 60% for non-degree programs is required in the previous course to be eligible for credit transfer. For Degree programs, a grade of B or 70% is required.
- 6) **A charge of \$25.00 per course evaluation, up to a \$100 maximum, per submission is applicable and must be paid at the time the assessment is requested. Refunds will not be issued for requests not approved.**
- 7) **Courses should not be dropped until students have verified on their SIS or via email that the request has been granted.**
- 8) **Dropping a course could result in a change from full-time to part-time status, which could affect your OSAP. Please contact the Financial Aid Office at financialaid@stclaircollege.ca to discuss.**
- 9) **Dropping a course does not automatically remove you from that course on Blackboard. It is recommended that you send an email to the instructor of the dropped course(s) and ask that you be removed from their course on Blackboard.**
- 10) **Please allow 2-4 weeks for processing.**

Number of Courses Requesting to be Evaluated	
Number of St. Clair College Courses seeking Credit for	
Total Charges	

Student Signature: _____

Date: _____