

# Seneca

## Transfer Credit Request

### DEGREE AND CREDIT TRANSFER OFFICE

#### Newnham Campus

1750 Finch Ave East, Toronto, ON. M2J 2X5

416.491.5050 ext. 26464

degreeandcredit.transfer@senecacollege.ca

senecacollege.ca/degreetransfer

Student Number (If applicable): \_\_\_\_\_ Program: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Seneca Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ **Applicant Type:**  Full-Time  Part-Time

### Previous Postsecondary Institution Details:

Postsecondary Institution: \_\_\_\_\_  
(name of the postsecondary institution from which the course was completed)

For Office Use Only											
	Course Code	Course Title	Grade	Year Completed	Transcript (A) Attached (P) Previously Submitted	Seneca Course (optional)	Granted	Seneca Subject Code Granted	Rule	Denied	Reason Denied
1					<input type="checkbox"/> A <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Grade too low <input type="checkbox"/> Content not equivalent <input type="checkbox"/> _____
2					<input type="checkbox"/> A <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Grade too low <input type="checkbox"/> Content not equivalent <input type="checkbox"/> _____
3					<input type="checkbox"/> A <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Grade too low <input type="checkbox"/> Content not equivalent <input type="checkbox"/> _____
4					<input type="checkbox"/> A <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Grade too low <input type="checkbox"/> Content not equivalent <input type="checkbox"/> _____
5					<input type="checkbox"/> A <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Grade too low <input type="checkbox"/> Content not equivalent <input type="checkbox"/> _____
6					<input type="checkbox"/> A <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Grade too low <input type="checkbox"/> Content not equivalent <input type="checkbox"/> _____

Evaluated by: \_\_\_\_\_ print \_\_\_\_\_ sign Date: \_\_\_\_\_

Comments: \_\_\_\_\_

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information on this form is collected in accordance with sections 21, 39 and 49 of the Freedom of Information and Protection of Privacy Act and under the legal authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, and the Ontario Colleges of Applied Arts and Technology Act, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at 416.491.5050 extension 77846 or email [privacyoffice@senecacollege.ca](mailto:privacyoffice@senecacollege.ca).

I have attached, or have previously submitted, official transcripts (original or certified true copies), and detailed course outlines. I have read and understood the College policy on Transfer Credit and confirm that this application and all accompanying documentation is accurate and complete.

Student Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

# Seneca

## Transfer Credit Request

### WHO CAN APPLY FOR TRANSFER CREDITS?

1. Newly accepted and currently enrolled full-time students who are up to date with their tuition fees.
2. Part-time students.

### DO NOT USE THIS FORM IF YOU ARE:

- Requesting credit for a course previously completed at Seneca. Please contact your Program Coordinator/Student Advisor for details regarding internal course equivalencies and substitution credits.
- Requesting to obtain credit for a course you are currently taking, or will be taking in the future, at another postsecondary institution.
- Appealing a previously declined credit. Please use the Transfer Credit Decision Review form.

### HOW DO I APPLY?

#### 1. Submit this form.

Please submit this form along with all supporting documentation to the Degree and Credit Transfer Office by mail, in person, or by email. Please refer to the contact information on the front of this form. If you are sending this form from your Seneca email, no signature is required. However, official transcripts must be submitted in hard copy or via OCAS at the time of application.

NOTE: Course outlines and official transcripts and documents become the property of Seneca and will not be returned.

#### 2. View Transfer Credit Report.

Once you have submitted your Transfer Credit Request and all supporting documents have been received by the Degree and Credit Transfer Office, please monitor your Transfer Credit Report for a decision. The Transfer Credit Report can be accessed by logging into your Student Centre and selecting "Transfer Credit Report" through the "Academics" dropdown. Please note that courses with a "Pending" status will take 2-4 weeks for review. The Transfer Credit Report should continue to be monitored for outstanding decisions.

#### 3. Run Academic Requirements Report.

To see how your Transfer Credits apply towards your graduation requirements, please run your Academics Requirements Report available via Student Centre.

### ARE THERE MINIMUM GRADE REQUIREMENTS?

For most diploma programs, a minimum grade of "C" (60%) is generally required for a course to be considered for credit transfer. For credit transfer into degree programs, the minimum grade considered is C+ (65%)."

### IF I DROP A COURSE BECAUSE I HAVE BEEN GRANTED TRANSFER CREDIT, WILL THIS AFFECT MY OSAP FUNDING?

Check with the Financial Aid Office to determine whether your remaining course load affects your eligibility for OSAP assistance.

### IF I AM GRANTED TRANSFER CREDIT (TC) IN A GIVEN SEMESTER, WILL I BE DISQUALIFIED FOR PURPOSES OF THE PRESIDENT'S HONOURS LIST FOR THAT SEMESTER?

Please refer to Seneca's Academic Policy for details regarding Academic eligibility for the President's Honours List.

### I AM AN INTERNATIONAL STUDENT. COULD THE NUMBER OF TRANSFER CREDITS AWARDED, AFFECT MY STUDY PERMIT?

Yes. Please contact International Student Services for more details: [senecacollege.ca/international/services](http://senecacollege.ca/international/services)

For more information, please visit [senecacollege.ca/degreetransfer](http://senecacollege.ca/degreetransfer)