



Request for Transfer Credit

Use this form to request transfer credit. Please note that doctoral students are not normally eligible for transfer credit.

In order for this request to be approved, an official copy of the transcript with the requested courses must already be on file in the College of Graduate Studies.

Date:

Student Name:

Student Number:

Degree:

Program:

Course:	Credits:	Term when course was taken:

Transfer credit requirements:

Eligible graduate students who have earned credits outside the current master's program may transfer up to 12 credits (or up to 40%) of the total number of credits required for completion of the current program, provided that:

The courses were not used to satisfy the requirements of another credential.

At least a B standing (UBC 74%) was obtained in the courses.

The courses were taken less than 5 years prior to the student commencing the degree program.

A memo from the program coordinator, which provides an academic justification for allowing the transfer credit on a course-by-course basis, is attached to this request.

Please confirm that all requirements have been met by marking the appropriate boxes.

Approval

Supervisor Name

Supervisor Signature

Date

Program Coordinator Name

Program Coordinator Signature

Date

Dean of Graduate Studies' Name

Dean of Graduate Studies' Signature

Date

Processed by:

Graduate Studies Name

Graduate Studies Signature

Date