



## Transfer Credit Application

Before applying for a transfer credit, please ensure that you have the following:

- Transfer Credit Application
- Official Transcripts
- Course Descriptions
- Military MPRR (if applicable)

***The student bears full responsibility to acquire and supply all supporting documents and must have the Transfer Credit Application form clearly filled out prior to seeing the Pathways Coordinator.***

Questions? Please contact [pathways@loyalistcollege.com](mailto:pathways@loyalistcollege.com).

## Transfer Credit Process

A transfer credit is awarded in recognition of credits earned at an external institution. Students must submit a completed Transfer Credit Application to the Pathways Coordinator.

- Students must submit the completed Transfer Credit Application to the Pathways Coordinator for transfer credit(s) within the first 10 school days of the start of the academic semester.
- The student bears full responsibility to acquire and supply all supporting documents and must submit the filled out Transfer Credit Application form prior to seeing the Pathways Coordinator.
  - Official Transcripts
  - Course Descriptions
  - Military MPRR (if applicable)
- Courses approved for transfer credit are listed on the academic transcript but are not computed in the program weighted average.
- Normally, a transfer credit will not be granted if the initial credit was obtained more than seven (7) years prior to the request.
- The School Dean or designate will make the final decision based on the material provided and specific program requirements.
- The signed Transfer Credit/Course Exemption/PLAR Request Form (available online) is sent to Enrolment Services. Transfer Credits will not be added to the student's record until the student has registered at the College.
- A \$25 fee will be charged per course for assessment of transfer credits (to a maximum of \$250).
- Students may not receive transfer credit for more than 75% of a program's requirements.

If you would like to discuss your options further, please contact [pathways@loyalistcollege.com](mailto:pathways@loyalistcollege.com) or 613-969-1913, ext. 2330.

# Transfer Credit/Course Exemption/PLAR – Request Form



INCOMPLETE OR INCORRECT INFORMATION WILL CAUSE DELAYS IN PROCESSING.

**STUDENT INFORMATION**

Ms.  Mrs.  Mr.

Loyalist Student #: \_\_\_\_\_

Loyalist Program: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
(Day, Month, Year)

Last Name	First Name	Middle Name
Mailing Address: Street Number, Street Name, City, Province, Postal Code		
Daytime Telephone #	Email address	

Request Type	List the name and number of Loyalist course(s) for which you seek assessment		List sources of learning: Include institution, credit course code & name of course(s) taken, mark/grade and year taken. For PLAR, list basis for challenge (exam, skills assessment, portfolio), CRN, final mark and year assessed					Academic Recommendation	
	Loyalist Course Code	Loyalist Course Name	Institution Name/PLAR – basis for challenge	Course Code (PLAR – CRN)	Course Name (PLAR – NA)	Final Mark	Year Taken/ Assessed	Faculty Information	Approved for web (TC only)
<input type="checkbox"/> TC <input type="checkbox"/> EX <input type="checkbox"/> PLAR								Program _____ Name _____ Signature _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> TC <input type="checkbox"/> EX <input type="checkbox"/> PLAR								Program _____ Name _____ Signature _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> TC <input type="checkbox"/> EX <input type="checkbox"/> PLAR								Program _____ Name _____ Signature _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> TC <input type="checkbox"/> EX <input type="checkbox"/> PLAR								Program _____ Name _____ Signature _____	<input type="checkbox"/> YES <input type="checkbox"/> NO

**NOTES**

1. For transfer credit/course exemptions, your official transcript from an accredited and recognized university/college **must be submitted** with this request along with a course outline or description of the equivalent course(s).
2. By signing, the student agrees that they understand that fees\* (subject to change) **must be paid** in full before transfer credits, exemptions or PLAR grades will be applied to official transcripts. Please see the student handbook for the current fee schedule.

Student Signature \_\_\_\_\_  
Date \_\_\_\_\_

\*Transfer Credit Assessment and PLAR fees can be found online and are subject to change.  
For more information, please refer to the PLAR, Transfer Credit, Articulation and Exemption policy or contact Enrolment Services.

**OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean or Designate)

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Enrolment Services)