

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 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ |
| (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? <input type="radio"/> No <input type="radio"/> Yes - How many credits _____ | | * See notes overleaf on the credit limit that may be transferred per programme. | |

| COSTAATT course for which Transfer Credit is Requested - Please PRINT | | | |
|---|---------|---------------|--|
| Course Code | Credits | Contact Hours | Course Type * <input type="radio"/> Major area of study <input type="radio"/> Core curriculum <input type="radio"/> Elective <input type="radio"/> Pre-College |
| Course Title | | | |

* See department's programme documents to identify the course type

| Previous Course of Study Relevant to Transfer Credit Requested - Please PRINT | | | | | | | |
|---|--------------|--|-----------------|--|---|------------|--------------------|
| Institution | | | | | | | |
| Name of programme / workshop / short course | | | Credits / Hours | Status: <input type="radio"/> Completed <input type="radio"/> Incomplete | Programme Level: <input type="radio"/> Certificate <input type="radio"/> Diploma <input type="radio"/> Undergraduate degree <input type="radio"/> Postgraduate qualification <input type="radio"/> Other _____ | | |
| 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

- Transfer of credits will be considered only where there is at least seventy five percent (75%) correlation between the learning outcomes of both courses.
- A minimum 'C' grade is required for transfer of credits in all courses whether in the major area of study or in non-major courses.
- Transfer credits may be awarded for core curriculum courses, courses in the major area of study, or elective courses. The academic department however reserves the right to determine the courses within a degree programme that must be pursued at the College because of the uniqueness of the learning experience delivered by its faculty.
- Remedial or pre-college level credits may be transferred into COSTAATT's pre-college level programme.
- Credits represented on an official transcript as "Transfer" shall not be considered again for transfer credits.
- Courses which are assessed and approved for award of transfer credits shall be included in the student's transcript with a special notation 'T' designating Transfer Credit.
- Transfer credits shall not be used in the calculation of the student's GPA.
- Students who are on suspension from the College and who wish to transfer credits for a course that has been pursued at another institution while on suspension may do so **only** upon the recommendation of the department chair for the relevant programme of study, and with the approval of the academic dean.
- Partial credits **shall not** be issued for any course being considered for transfer credit.
- Students may transfer no more than **thirty percent (30%)** of required credits into certificate or diploma programmes.
- Students who wish to transfer college level credits towards an associate or bachelor's degree at COSTAATT, may transfer no more than **fifty percent (50%) in total** at either programme level, **of which, no more than fifty percent (50%) may be in the major area of study; and no more than fifty percent (50%) of credits may be in the core curriculum or approved electives within the programme.**
- COSTAATT graduates of associate or bachelor degree programmes may transfer all relevant credits earned toward another degree at the College, provided they meet the pre-requisite requirements of the respective degree and the courses can be applied.
- The College reserves the right to refuse applications for transfer credits for courses completed over five (5) years prior to the date of request, especially in respect of disciplines where curriculum content may have undergone significant changes such as information technology, accounting, medical laboratory technology, etc. This also applies to courses pursued at COSTAATT.
- The College reserves the right to withdraw the award of transfer credits where there is evidence that the documentation submitted in support of the application is misleading, inaccurate or falsified.
- A Transfer Credit request will be processed within one (1) month of payment of request. Students are required to check Banner Self-Service to view the outcome of the request.
- Once a request for Exemption is granted, another course must be pursued in order to meet the credit and programme requirements.

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 |