

## Graduate Studies - Request for Transfer Credit

School of Graduate and Postdoctoral Studies (SGPS)  
 University of Ontario Institute of Technology  
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905.721.8668  
 905.721.3062 (fax)  
 gradstudies.uoit.ca

This form is for graduate students who wish to transfer credits from a previous uncompleted graduate-level degree. All graduate course transfer credits must be approved by the graduate program director delivering the equivalent course. Graduate courses are not considered for transfer credit if they were completed more than eight years prior to admission or if the grade received in the course is below B-minus (or equivalent, if credits are from outside of Canada). Transfer credits are indicated by a "T" on the student's transcript and are not included in UOIT's GPA calculation. Normally, transfer credits must not have been credited towards an acquired degree or other academic credential. At least 50 per cent of all coursework must be completed at UOIT.

**Accompanying documentation: for graduate transfer credit requests, students must arrange to have an official transcript sent directly from the issuing institution (if not done at the time of admission) and submit copies of course syllabi to the School of Graduate and Postdoctoral Studies.**

**To be completed by the student:**

Last name \_\_\_\_\_ First name \_\_\_\_\_ UOIT Student Number \_\_\_\_\_  
 Program \_\_\_\_\_ UOITnet email address \_\_\_\_\_ Effective term \_\_\_\_\_

**I wish to transfer the following course(s) to my UOIT graduate-level program:**

| Course code | Course title | Institution where taken | Term/semester of course<br>i.e. Fall 2015 | Grade |
|-------------|--------------|-------------------------|---|-------|
|             |              |                         |   |       |
|             |              |                         |   |       |
|             |              |                         |   |       |

**By signing below, I confirm that I understand the following (all must be checked before request is considered):**

Only credits will be transferred to my UOIT account. Grades for transferred courses will not be reflected in my UOIT cumulative GPA.

My request will not be considered until my official transcript and copy of course syllabi are submitted.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the supervisor/co-supervisor (if applicable) and graduate program director:**

|                               |  |                                  |
|-------------------------------|--|----------------------------------|
| _____<br>Supervisor signature | _____<br>Graduate Program Director Signature | _____<br>SGPS Approval/Signature |
| _____<br>Date                 | _____<br>Date                                | _____<br>Date                    |
| Approved Declined             | Approved Declined                            | Approved Declined                |

|                           |           |      |
|---------------------------|-----------|------|
| <b>FOR SGPS USE ONLY:</b> |           |      |
| Processed by:             | Signature | Date |

Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. This information will be used to administer transfer credit requests. Questions regarding the collection of your personal information may be directed to SGPS, UOIT, 905.721.8668.

If you require this information in an alternative format due to disability, please email [gradstudies@uoit.ca](mailto:gradstudies@uoit.ca).