



Office of Graduate Studies

Application for Transfer Credits

Last Name:
Student ID:
Department/School:

First Name:
Degree Program:

Instructions:

This form must be submitted to the Office of Graduate Studies after receiving an offer and after the end of the first week of the first semester. Transfer credits may be granted based on graduate courses taken before their admission to the University of Guelph graduate program. The general criteria for acceptance of transfer credits are as follows:

1. Courses must be suitable and applicable to the University of Guelph graduate program, as determined by the department/school Graduate Studies Committee.
2. The minimum grade acceptable for transfer credit is 70% (B-).
3. Courses may not have been used as requirements for any other degree or diploma which has been granted.
4. Courses used as part of the basic admissions requirement for the University of Guelph graduate program are not eligible. For example, if courses were considered necessary for the student to be eligible for admission to the graduate program, or were taken as part of required upgrading, transfer credit will not be graded.

Please refer to the Graduate Calendar for full listing of criteria, regulations and requirements.

Student:

Course Taken (attach official transcript and course calendar description):

Host Course Number	Host Institution	Mark/Grade

Equates To (if no equivalent exists, specify generic equivalency, e.g. HIST 600-level):

U of G Equivalent Course	Course Title	Credit Value

I hereby apply for transfer credit towards my current graduate program for the course listed. I understand that the transfer course credit(s) will be noted on the Graduate Degree Program form and the University of Guelph official transcript.

Student Signature:

Date:

Department/School:

The department/school Graduate Studies Committee, in conjunction with the student's Advisory Committee hereby recommends that the student be granted credit for the course listed above. We acknowledge that transfer and external credits in any program cannot reduce the minimum number of prescribed course credits taken as a graduate student at Guelph to less than half the normal requirement (exclusive of major paper/research project/thesis). For a DVSc program, transfer and external credits cannot reduce the minimum number of prescribed course credits to fewer than 2.0. A completed/amended "Advisory Committee/Graduate Degree Program" form is attached hereto.

Advisor:

Date:

Graduate Coordinator:

Date:

Office of Graduate Studies:

Approved Not Approved

(for) Dean of Graduate Studies:

Date:

Protection of Privacy: We are committed to protecting your privacy. Personal information is collected under the authority of the University of Guelph Act and pursuant to the *Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have questions about the use and disclosure of your personal information, call the [Office of Graduate Studies](#) at (519) 824-4120 ext. 56833. You can also find more information about access to information and protection of privacy at the University of Guelph from the [University Secretariat](#).