CONCORDIA

# CONCORDIA UNIVERSITY
# FACULTY OF ARTS AND SCIENCE

## Request for Specification of Exemptions or Transfer Credits: Newly Admitted Students to the Faculty of Arts and Science

Name: _____ Concordia ID No.: _____

Signature: _____ E-mail address: _____

Program (discipline): _____ Telephone No.: _____

*For each course, please supply a detailed course outline from the other institution. Calendars descriptions are often not detailed enough.*

| Other school Course Number | Name of previous institution attended: | Concordia Course number | Decision of faculty member with appropriate expertise. Please approve equivalency provided. If not approved, please provide an alternative equivalency or level (A – 200-level or B – 300- or 400-level) Do Not Write in this Column |
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Instructions for completing the Department Evaluation of Specific Credits and/or Exemptions form

Please attach all required documentation before submitting your request. Missing information will result in processing delays. *Your Admission Officer determines the maximum allowable transfer credits. If you would like to obtain specific transfer credits or exemptions for courses in your program, it will be necessary for you to have the specific courses reviewed by your departmental advisor or by the department advisor in the department offering the course in question.*

1. **What are Transfer Credits?**

Transfer credits are credits awarded for previous post-secondary studies. The number of transfer credits given reduces the minimum number of credits necessary to complete the degree by the number of transfer credits awarded. (Example: If you require a minimum of 90 credits to complete the degree and you have 15 transfer credits, you will be required to complete a minimum of 75 credits to obtain the degree).

Please note that we will not consider transfer credit from Continuing Education or graduate studies.

Specification of courses will only occur for courses with grades of C- (or equivalent) or higher.

2. **How do I request Specific Transfer Credit and/or Exemptions?**

1) Complete the first part of this form
2) Attach a course description for each course for which you are requesting transfer credits. If the course description is in a language other than English or French, you must submit a translation in either English or French
3) Attach a photocopy of your post-secondary transcript highlighting the course and the grade, as well as a copy of your Concordia Student Record.
4) Submit all the above information to the department academic advisor via email. If courses are from different departments, submit a form to each department separately.

3. **How will I know the status of my request?**

Once Student Academic Services (SAS) receives the evaluation from your departmental adviser, the Advisor will:

1) Inform you of any changes via e-mail
2) Update your admission file.

Requests of this nature can take several weeks. **You are required to complete this process within your first year at the university.**

Thank you for your cooperation,
Student Academic Services