

Student No: _____

Re: Transfer Credit Request

We have a time limit on transferability of courses. We do not automatically transfer any Arts course that is over 10 years old and any Math or Science course that is over 7 years old. If a student wishes to pursue transfer credit for courses that fall beyond this timeline, they must receive permission from the Department Chair. To request permission, you must complete the attached form and submit it to the Registrar's Office. **Note:** You may be requested to submit detailed course outlines that were current when you attended the course (all requests for courses attended outside of British Columbia must have detailed course outlines attached to your request - 2 copies of each outline). Requests may be denied at the department's discretion.

If you have any further questions, please call our office at 604-527-5524

Thank you.

Student Records Department
Office of the Registrar

Tips for deciding whether or not to submit outlines

If you submit outlines there is no guarantee that you will be granted transfer credit. Each department has their own policy.

Generally, Arts departments grant more transfer credit over the time limit than the Math and Science departments. The English department will only consider granting transfer credit if the student has written the Douglas College Writing Assessment with a score of "All College Courses". If you score "College Writing Courses" or below, you will not receive transfer credit for the course. If you score "All College Courses" please submit the attached form and indicate that you have written the Writing Assessment. Courses well beyond the time limit, generally do not receive transfer credit.

Additional Comments:

**EXCEEDS TIME LIMIT
REQUEST FOR TRANSFER CREDIT**

Student Name: _____ St# _____

D.C Program: _____

List each course separately

Year Attended (if known) (e.g. 1991)	School Name (e.g. SFU)	Course/Subject Name/ Number (e.g. ECON 200)

Note: Detailed Course Outlines must be attached (2 copies) for all courses attended outside of BC.

STUDENT SIGNATURE: _____

Comments: _____

