



## Request for Transfer Credit

Use this form to request transfer credit. Please note that doctoral students are not normally eligible for transfer credit. In order for this request to be approved, an official copy of the transcript with the requested courses must already be on file in the College of Graduate Studies.

**Date:**

**Student Name:**

**Student Number:**

**Degree:**

**Program:**

Course:	Credits:	Term when course was taken:

**Transfer credit requirements:**

Eligible graduate students who have earned credits outside the current master's program may transfer up to 12 credits (or up to 40%) of the total number of credits required for completion of the current program, provided that:

The courses were not used to satisfy the requirements of another credential\*

At least a B standing (UBC 74%) was obtained in the courses

The courses were taken less than 5 years prior to the student commencing the degree program

A memo from the program coordinator, which provides an academic justification for allowing the transfer credit on a course-by-course basis, is attached to this request

*\*Programs may allow students to receive transfer credit from courses used towards an academic-credit certificate program to a maximum of 6 credits of coursework or up to 40% of the total number of credits needed for completion of their current program (whichever is more).*

*Please confirm that all requirements have been met by marking the appropriate boxes.*

**Approval**

**Supervisor Name**

**Supervisor Signature**

**Date**

**Program Coordinator Name**

**Program Coordinator Signature**

**Date**

**Dean of Graduate Studies' Name**

**Dean of Graduate Studies' Signature**

**Date**

**Processed by:**

**Graduate Studies Name**

**Graduate Studies Signature**

**Date**