

TRANSFER CREDIT PETITION FORM

All requests for transfer credit should be submitted in writing to the appropriate department and/or registrars office. All information should be completed and documents should be attached as instructed below. The registrar or program director will review this petition and will decide, at their discretion, if equivalent course credit should be awarded based on the external course content.

Please sign and date the bottom of this form and return to the Office of the Registrar.

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|-----------------|-------------|--------------|
| LAST NAME | FIRST NAME | MIDDLE |
| EMAIL | TELEPHONE | CELL PHONE |
| NAME OF PROGRAM | GROUP/CLASS | STUDENT KEY# |

The following items should be attached to this form:

- A course description is required. It may be copied from college catalog or college website.
- Other materials may be requested as needed by the evaluator.

Please list the coursework below that you took at your transfer institution and the credit you wish to receive at Casa Loma College.

Are you requesting a transfer course to be considered for credit? Yes, complete table below.

| External Institution | External Course Information | | Casa Loma College Course Information | |
|----------------------|-----------------------------|--------------|--------------------------------------|--------------|
| | Subject & Course# | Course Title | Subject & Course# | Course Title |
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Explanation of Request:

Student Signature : _____ Date: _____

Completed forms and materials can be taken to the Registrar's Office.
Please be aware that this process may take time. You will be notified when a decision has been made on your coursework.
Credit awarded will be noted on the transcript with a grade of TR (Transfer Credit).

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| Registrar USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ <div style="text-align: center;">Registrar Signature Date</div> | CLC USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ <div style="text-align: center;">Program Director Signature Date</div> |
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