

## Credit Transfer Appeal Form

### Office of the Registrar: Admission Services

**Oshawa Campus**

2000 Simcoe Street North, Oshawa, ON L1G 0C5  
transfers@durhamcollege.ca  
Tel: 905-721-3000

**Whitby Campus**

1610 Champlain Avenue, Whitby, ON L1N 6A7  
transfers@durhamcollege.ca  
Tel: 905-721-3300

PERSONAL IDENTIFICATION	
First name	Last name
Student ID	Phone number
Email	Program

**Instructions:**

Please submit your credit transfer appeal form and supporting documentation to transfers@durhamcollege.ca. With this form, you must submit the following:

- 1) A letter outlining the reason for your appeal.
- 2) New evidence/information supporting your appeal letter.

Durham College Course			
Requested	Previous course(s) taken:		
Course Code and Title	Course Code and Title	Institution	Grade

**Please note: If you would like to make any changes to your original application by adding new courses for consideration, a new request must be submitted through the portal.**

I have read and understood the College policy on Credit Transfer and Grade Appeals. In the event that I am denied, I will refer to the Grade Appeals Policy (ACAD-111) and proceed to initiate a School-Level Academic Appeal.

<b>Student signature</b>	<b>Date submitted</b>
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**NOTES (FOR OFFICE USE ONLY)**