

Oshawa Campus
2000 Simcoe Street North, Oshawa, ON L1H 7K4
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

PLEASE COMPLETE THE FOLLOWING SECTION AND SIGN THE BACK OF FORM.

Please check my transcript/Durham College academic history for General Education (GNED) electives
Institution(s) you would like us to check for elective courses: _____ **
** \$16 GNED evaluation fee if courses were completed outside of Durham College

Durham College Course Requested (Do not include GNEDs in this section, check above) Course Code and Title	Previous course(s) taken: (You may use more than one credit to satisfy the requirement)			FOR OFFICE USE ONLY Approved/Denied Comments
	Course Code and Title	Institution	Grade	

PAYMENT OPTIONS

Payment options for submitting *in person* include credit, cash, Interac, certified cheque, or money order (payable to "Durham College"). Please note that we do not accept personal cheques or cash payments more than \$200. If submitting by *email or mail*, please complete the credit card payment section below:

Total amount (\$16 x the number of external requests) = \$ _____ (Please note: your application will be delayed if total is incorrect or not provided)

Cards accepted: Visa MasterCard American Express

Credit card number	Expiry date
--------------------	-------------

Cardholder's name	Cardholder's signature
-------------------	------------------------

Before submitting your Application for Credit Transfer/Internal Equivalency, please read through all information provided and sign and date the bottom. Requests will not be accepted if the form is completed incorrectly, information/supporting documentation is missing, or the form has not been signed and dated.

For full details regarding the credit transfer process, including deadlines, please visit: www.durhamcollege.ca/credittransfer.

APPLICATION CHECKLIST

- Attach official transcript(s). If you submitted a transcript to Durham College Admissions within the past academic year, your admission transcript will be used, otherwise please request a transcript be sent to the attention of Durham College Credit Transfers. If courses were completed outside of Canada, a WES or ICAS course-by-course evaluation is required.
- Attach course outlines/syllabi for courses completed outside of Durham College. Outlines/syllabi must be from the year courses were taken.
- Complete reverse side of form outlining the courses you are seeking exemption from.
- Pay evaluation/processing fee for courses completed externally (\$16 per request).
- Deliver your completed application to Strategic Enrolment Services in the Student Services Building or at the Whitby campus, or via e-mail to transfers@durhamcollege.ca by the deadline (deadlines can be found on the website). Please note: if you are submitting via mail, e-mail, fax or drop box, please complete the credit card payment section on the reverse side of the form.

If submitting via post mail, please send everything to:
 Attn: Credit Transfer – Strategic Enrolment Services
 Durham College
 2000 Simcoe Street North
 Oshawa, Ontario L1H 7K4

IMPORTANT INFORMATION

- Courses should be equivalent in both **content** and **hours**. A subject matter expert will review all requests to determine if there is a minimum 80% similarity in content and learning outcomes.
- Internal requests** must have achieved a **pass** (50% or the passing grade for the course being sought, whichever is higher). **External requests** must have achieved a **minimum 60%/C** or the passing grade for the course being sought, whichever is higher.
- Courses completed more than four years prior may be denied if the course learning outcomes are dated. General Education electives do not have a time limit.
- Prior learning completed at a career college or private institution is not eligible for credit transfer. You should investigate Prior Learning Assessment and Recognition (PLAR): www.durhamcollege.ca/plar.
- Please be aware that courses approved as equivalent and dropped from your timetable may impact your full-time enrolment status, which could impact OSAP funding.
- Fees are not refunded for successful credit transfer requests unless you drop to a part-time status.
- If approved for exemption using an external course, you will receive a grade of "TC" for the course approved for credit transfer. This grade will not be included in your GPA calculation.
- If approved using a previous Durham College course, your previous course (and grade) will be used to satisfy the requirement of the course in your new program and will be included in your GPA calculation. If you are using more than one course (i.e. COURSE A + COURSE B = COURSE AB), you will be exempted from your current course. An exemption is recorded on your academic record as an "EX" and is not included in your GPA calculation.

The deadline to submit requests is the 10th day of classes every semester. You must continue attending class until a decision e-mail has been received.

- I have read and accept all conditions outlined on this form at <http://www.durhamcollege.ca/credittransfer>

Student signature

Date submitted

NOTES (FOR OFFICE USE ONLY)