



# Transfer Credit Pre-Approval Request Form

## DEGREE AND CREDIT TRANSFER OFFICE

### Newnham Campus

1750 Finch Ave East, Toronto, ON M2J 2X5  
416.491.5050 ext. 26464  
degreeandcredit.transfer@senecacollege.ca  
senecacollege.ca/degreetransfer

In order to complete your request for permission to take a course at another institution and receive Transfer Credit in your Seneca program, we require the following information:

Student Number: \_\_\_\_\_ Program: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Seneca Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Applicant Type:  Full-time  Part-time

### HOST INSTITUTION DETAILS (Where the course will be completed)

Post-secondary Institution: \_\_\_\_\_

Course Code: \_\_\_\_\_ Course Title: \_\_\_\_\_

Equivalent Seneca Course: \_\_\_\_\_  
(Seneca Course Code & Course Title)

Term & year to be completed: \_\_\_\_\_ (i.e. Fall 2020)

Is this a final course to meet your graduation requirements?  Yes  No

Have you already completed this course or are you currently completing this course at Seneca?  Yes  No

Reason for applying for a Transfer Credit Preapproval Request: \_\_\_\_\_

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information on this form is collected in accordance with sections 21, 39 and 49 of the Freedom of Information and Protection of Privacy Act and under the legal authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, and the Ontario Colleges of Applied Arts and Technology Act, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at 416.491.5050 extension 77846 or email [privacyoffice@senecacollege.ca](mailto:privacyoffice@senecacollege.ca).

Attached are detailed course outlines from the post-secondary host institution. I have read and understood the Seneca College policy and guidelines regarding Transfer Credit Preapproval and confirm that this application and all accompanying documentation is accurate and complete.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Decision:  Granted  Declined Seneca Course Code: \_\_\_\_\_  Rule Created  This student only

Reason for Denial:  Content  Other: \_\_\_\_\_

Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_

Posted by: \_\_\_\_\_ Date: \_\_\_\_\_

### **Please note the following:**

1. Course(s) must be completed in the term approved as stated in this form in order to obtain credit at Seneca College.
2. In order for Transfer Credits to be applicable to your program, they must fall within the guidelines of Seneca Colleges Residency policy.
3. Transfer credit is not guaranteed. Do not enroll in the course until you receive confirmation that a transfer credit will be granted upon completion of the course.
4. Students completing their last course(s) with a Transfer Credit Preapproval Request must have their official transcript sent from the host institution to Seneca's Degree and Credit Transfer Office by the Request to Graduate deadline. Please refer to the Convocation website for specific dates.
5. Students must be in good academic standing in order to be eligible to submit a Transfer Credit Pre-Approval Request.

### **Who can apply for a Transfer Credit Pre-Approval?**

Full-time and part-time Seneca students.

### **Do not use this form if you:**

- Have already successfully completed the requested Seneca equivalent course.
- If you are applying for Transfer Credit for a course already completed at an external post-secondary institution (in that case you must submit a Transfer Credit Request form).

### **Are there minimum grade requirements?**

For most diploma and certificate programs, a minimum grade of "C" (60%) is generally required for a course to be considered for transfer credit. For transfer credit into a degree program, the minimum grade considered is C+ (65%).

### **How do I apply?**

1. Submit this form along with a detailed course outline. This outline will be evaluated to determine equivalency.  
\* NOTE: course outlines and other documents become the property of Seneca and will not be returned.
2. Once your request has been reviewed, you will be notified by the Degree and Credit Transfer Office as to whether or not your request was approved.
3. Upon completion of the course, please send the Degree and Credit Transfer Office, a copy of your official transcript, and attach the email notification of your approval so we can apply the Transfer Credit, pending the minimum grade has been obtained.

### **How do I drop a course if I am granted transfer credit for a course I am currently enrolled in?**

If you have been granted transfer credit for a subject you are currently enrolled in, it is your responsibility to drop the course from your timetable (if the credit is granted prior to the College's drop deadline). If you receive a decision after the drop deadline, please contact the Registration Office to inform them that a credit has been granted. They will confirm all deadlines have been met and if eligible, can drop the course from your timetable.

### **If I drop a course because I have been granted transfer credit, will this affect my osap funding?**

Check with the Financial Aid Office to determine whether your remaining course load affects your eligibility for OSAP assistance.

### **If I am granted transfer credit (TC) in a given semester, will I be disqualified for purposes of the President's Honours List for that semester?**

Please refer to Seneca's Academic Policy for details regarding Academic eligibility for the President's Honours List.

### **I am an international student, could the number of transfer credits awarded, affect my study permit?**

Yes. Please contact International Student Services for more details: [senecacollege.ca/international](https://senecacollege.ca/international)

**For more information, please visit our website at [senecacollege.ca/degreetransfer](https://senecacollege.ca/degreetransfer)**