



### **CREDIT TRANSFER INFORMATION:**

Credit Transfers can be applied for by students who wish to obtain the transfer of previously acquired academic credit(s) towards a St. Clair College course in a program in which the student is currently registered or plans to be registered in the near future. These previously acquired academic credits may have been taken at another post-secondary educational institution (external academic credit) or may have been taken as part of a different program offered at St. Clair College (internal academic credit). All transfers of academic credit (both internal and external) will be recorded on the St. Clair academic transcript as 'AS' (advanced standing) and will not be calculated in the GPA for the program in which the transfer of academic credit was granted. (College Policy #1.6.9)

In order for your credit transfer application to be reviewed, the following are required:

1. There is a \$25 fee per course evaluation, up to \$100 maximum per submission.
2. A minimum of 23 hours of instruction are required to be equivalent to a 2.0 credit course, 38 hours of instruction for 3.0 credit course and 53 hours of instruction for a 4.0 credit course.
3. A completed Request for Transfer of Academic Credit form
4. Official, unopened transcript from the institution you previously attended
5. Course outlines for the courses you have previously taken that are being used for this transfer

Please note: Refunds will NOT be issued for requests not approved.  
Requests that do not meet the above requirements will not be reviewed.

### **INSTRUCTIONS FOR REQUESTING A CREDIT TRANSFER:**

To request a credit transfer, please email your **completed** package to the Registrar's Office at [info@stclaircollege.ca](mailto:info@stclaircollege.ca). A completed transfer credit package includes:

1. A completed request for Transfer of Academic credit form
2. Official, unopened transcript from previous institution
3. Course outlines for courses previously taken
4. Payment

Please note: ALL requests can take 2-4 weeks to be completed and courses should not be dropped until students have verified on their SIS or VIA email that the request has been granted.

### **INQUIRIES REGARDING TRANSFER CREDITS:**

Any inquiries can be directed to the Registrar's Office by email to [info@stclaircollege.ca](mailto:info@stclaircollege.ca).