

Department of Integrated Studies in Education

Room 244, 2nd Floor, Education Building

3700 McTavish Street

Montreal, Quebec H3A 1Y2

Faculty of Education

www.mcgill.ca/dise



McGill

REQUEST FOR TRANSFER CREDIT FORM

(Print)

STUDENT NAME: _____ MCGILL ID: _____

MCGILL EMAIL: _____@mail.mcgill.ca

Program:

Newly Admitted/Readmitted Transfer Student: Previous university: _____ Transfer term: _____

Intra/ Inter-Faculty Transfer Student: Previous faculty and program: _____ Transfer term: _____

By signing you acknowledge that you have read and understood the following:

1. The Faculty reserves the right to make changes to transfer credits when problems are detected or when changes are made to McGill courses and programs.
2. Newly admitted students must request transfer of credits (including an official transcript) within their first term of study at McGill. These transfer credits should be reported by December 1st for the Fall Term. Failure to meet these deadlines may result in additional processing fees to have the credits added to the transcript.
3. Supporting documents (such as unofficial transcripts) may be submitted with this form to accelerate the approval. However, final approval for transfer credit will be based on the official transcript and processed following receipt of the official copy. It is the student's responsibility to have an official transcript sent to McGill to obtain transfer credits.
4. Students will be eligible to transfer credits to McGill if the grade earned for each course is a C or higher. The policy applies to elective, complementary and required courses.
5. Grades for transfer credits do not enter into any McGill grade point calculations (TGPA/CGPA) however, the number of credits granted will appear on the McGill transcript.
6. For course exemptions students must take an additional course in order to complete the total credits required at the time of admission.

Student's Signature: _____

Student Instructions:

All students: Fill in the courses on this form and send it to your Student Advisor for initial review. Approval for course equivalency has to be requested through the Course Equivalency System. Once the course(s) is (are) approved you are to return the completed form to your Student Advisor for final approval.

McGill ID: _____

Host Institution: _____ Term: _____

Host Institution: _____ Term: _____

Host Institution, Host course Code	To be Completed by Student					For Departmental Advisor		ISA
	Host Course Term	McGill Equiv. Course or generic course (as per Course Equiv. System)	Course Type**	Course Equivalency System (CES) –Please include valid until notation and indicate “Yes” here:	Grade Obtained (A, B+, etc.)	# of credits granted	Department Approval & initials	
Ex. Concordia University, EDUC 230 Intro to Philosophy of Education	Fall 2022	EDEC 260 or EDEC 2XX*	RQD	Yes Valid until S2021	A-			

Advisor Comments/Modify Transfer Credits:

Student Signature: _____ Date: _____

Departmental Approval Instructions: Departmental Advisors are required to verify the course details. If approved, please sign and return the form to the ISA Office.

Department Signature: _____ Print Name: _____ Date: _____

Legend:

- ** Course Types:
- CS Complementary ☐ Evaluation through Course Equivalency System required. ☑ Departmental approval required.
- RQD Required Course ☐ Evaluation through Course Equivalency System required ☑ Departmental approval required.
- EX Exemption ☐ course is not credited and student may be required to replace the requirement with a substitute course.

All courses require final faculty approval by the ISA Office.

*Generic Course vs. McGill Equivalency: Generic course credit may be given for subject area or elective courses. Required Education courses are mapped to an equivalent McGill course.