

REQUEST FOR TRANSFER CREDIT or EXEMPTION

(Please use the other Transfer Credit Request form for Exchange and Study Away)

(Print)

STUDENT NAME: _____ **MCGILL ID:** _____ **MCGILL EMAIL:** _____ @mail.mcgill.ca

Program: Architecture Bioengineering Chemical Civil Computer Electrical Materials Mechanical Mining Software

Option/Concentration: _____ Minor: _____

Expected Date of Graduation (Term/Year): _____ (Final Year students - Year 3 MUST apply for graduation on Minerva)

Newly Admitted University Transfer Student → Previous University: _____ Transfer term: _____

Intra- or Inter-Faculty Transfer Student → Previous McGill faculty and program: _____ Transfer term: _____

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

- **The Faculty of Engineering reserves the right to make changes to transfer credits when problems are detected or when changes are made to McGill courses and programs.**
- 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 the student/department by **November 15th** for the Fall Term and **March 15th** for the Winter Term. **Failure to meet these deadlines may result in additional processing fees to have the credits added to the transcript.**
- Students participating in an exchange program must obtain departmental/faculty permission prior to taking courses at the host institution for transfer credit. → Please use the appropriate Transfer Credit Request form for Exchange and Study Away terms.
- **Accreditation Units (AU)** at the host institution must be must calculated by the student prior to bringing this form and supporting documents to their departmental advisor:
AU = [# lecture hours × # semester weeks] + [(# lab + tutorial hours) ÷ 2] × # semester weeks]
- **Supporting documents** (such as the course outlines incl. start/end date of the course, lecture, laboratory and tutorial hours, departmental course approval and for non-Engineering courses proof that the course (s) has (have) been evaluated through the Course Equivalency System) must be submitted with this form.
- **Transfer Credits:** Students shall be eligible to transfer earned credits back to McGill if the grade earned for each course is a C (55%) or higher. The policy shall apply to both elective and required courses. For more detail please contact the McGill Engineering Student Centre (FDA 22).
- 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.
- It is the student's responsibility to have an official transcript sent to McGill if they wish to obtain transfer credits.
- For Exemption Credits students must take an additional course in order to complete the total credits required at the time of admission. The additional course must have the same accreditation category breakdown (e.g. Basic Science, Mathematics, Engineering Science, Engineering Design) as the exemption credit.

Please allow a processing time of three weeks for completed requests.

By signing you acknowledge that you have read and understood the form: Student's Signature: _____

Student Instructions:

All students: Complete this form, attach all supporting documents (including: course descriptions, start and end date of the course, the number of contact hours and Accreditation Unit calculation: **AU = [# lecture hours × # semester weeks] + [(# lab + tutorial hours) ÷ 2] × # semester weeks]**), and bring to your Departmental advisor for evaluation and approval. Approval for non-Engineering courses has to be requested through the Course Equivalency System. Courses being used to satisfy a minor should be approved by the minor advisor/course instructor/department. Once the course(s) is (are) approved you must return the form and supporting documents to the McGill Engineering Student Centre (MESC) for final approval.

Student ID: _____ Student Name: _____ Number of semester weeks _____ Start date of term: _____

(Excluding weeks with holidays or study breaks) End date of term: _____

To be completed by the Student

To be completed by the Student					Departmental Approver		MESC			
Host Course Code & Title	# of AUs at Host (see below)	McGill Equiv. Course # or generic course # (as per Course Equivalency System or departmental evaluation)	Course Type*	Approval through Course Equivalency System (CES) – (not for Engineering courses). Please attach proof and indicate “Yes” here:	# of AUs at McGill (to be completed by MESC for non-Eng. courses)	Departmental Approval by offering Engineering department	# of credits granted	Grade Obtained (Fac. Use)	SHATRNS Updated (Fac. Use)	Tracking (D/EE) (Fac. Use)
Ex. EN1600 Renewable Energy	EX:48	EX: GEOG 203 or GEOG 2XX	CS – A (Impact)	Yes (see supporting document attached)	39	N/A for non-Eng. courses				

Advisor Comments:

Student Signature: _____

Date: _____

Departmental Approver Instructions: Departmental approvers are required to verify the course code, course type and to enter AUs at McGill to ensure that they match the AU calculation at the Host Institution. Note: In case of an AU shortfall, students may be required to take an additional course to satisfy any missing AUs; please include special requirements to make up for AU shortfalls in the comment section. If approved, please sign and return the form to the student.

Department Signature: _____

Print Name: _____ **Date:** _____

Faculty Advisor Signature: _____

Print Name: _____ **Date:** _____

Checklist

- Course outline:** clearly indicating the number of lecture, lab and tutorial hours for AU calculation and start /end date of term
- Calculation of Accreditation Units (AU)**
- Course subject and number** (i.e. GEOG 2XX; MECH 289)
- Course type** (RQD, TC, Minor, Extra, Complementary Studies (CS Group A or Group B), Elective)
- Appropriate departmental approvals:**
 - o For non-Engineering courses (including FACC courses): copy of the approval received through the Course Equivalency System
 - o For Engineering course: (ARCH, BIEN, CHEE, CIVE, ECSE, MECH, MIME except for FACC courses): signature from department that is offering the course and overall departmental approval from own departmental advisor.

Legend:

- Course Types:
- TC Technical Complementary → Departmental approval required.
 - RQD Required Course → Departmental approval required.
 - CS (A/B) General Complementary (Impact/HSS) → Departmental approval through Course Equivalency System required.
 - Minor Approval from minor advisor / Course Equivalency System for non-Engineering courses required
 - Extra Course is not satisfying program requirements → Evaluation through Course Equivalency System required.
- All courses require final faculty approval by MESC.**

Generic Course credit vs. McGill Equivalency
 *Generic course credit may be given for any Complementary (HSS/Impact) Studies or Technical Complementary course. Courses required in a student’s Major or Minor program must be mapped on to an equivalent McGill course.

Accreditation Unit (AU) Calculation Formula:
AU = [#lecture hours × #semester weeks] + [((#lab + tutorial hours) ÷ 2) × #semester weeks]