

Transfer Credit Approval Process Guide for University Transfer Students in the Faculty of Engineering

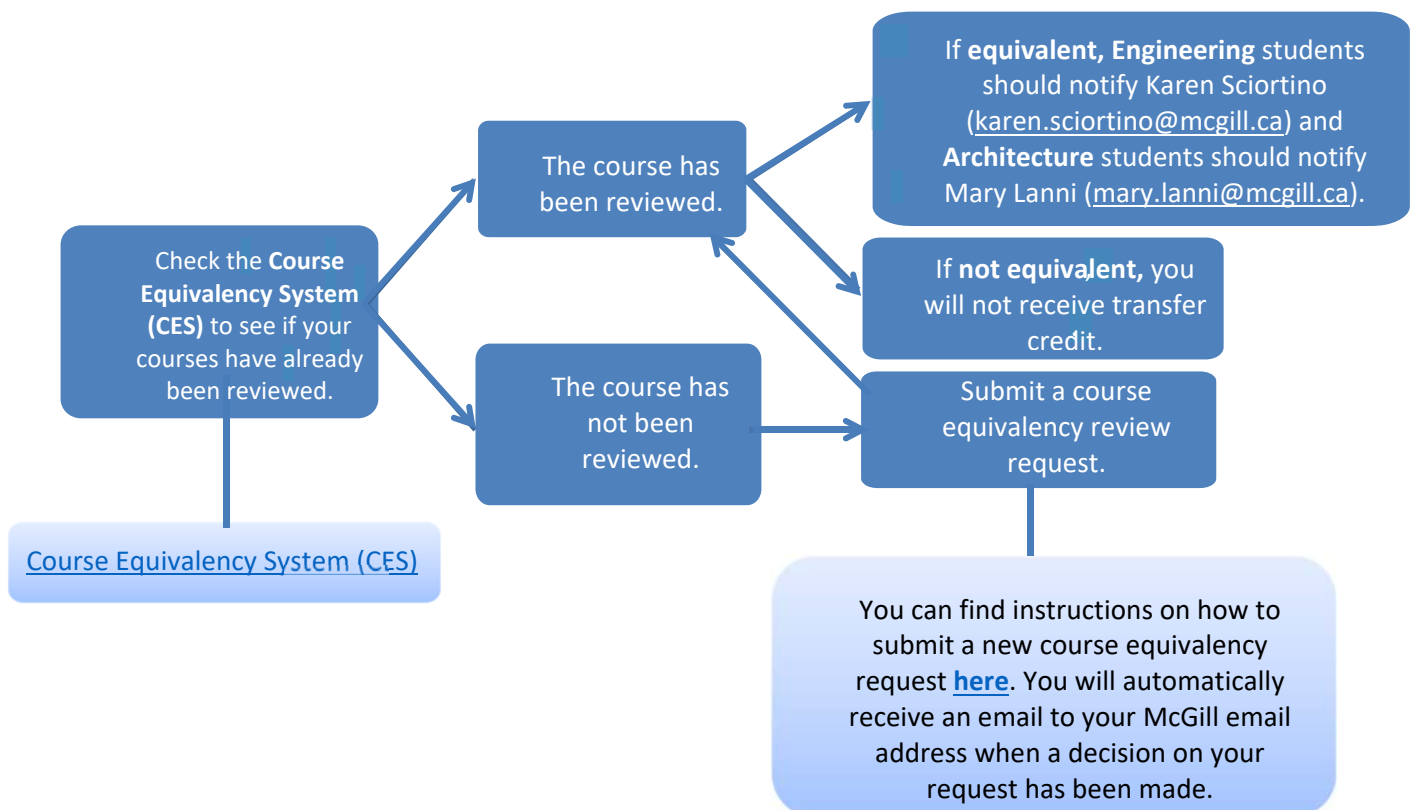
Before you begin: Review your [2024 program curriculum](#) and your program requirements in McGill's [eCalendar](#).

Review and complete the following steps to get transfer credits approved and added to your Minerva transcript.

Please note that the approval process is slightly different for each course type! Make sure you review the instructions for the three categories below, as more than one category may apply.

Category 1: Year 0/Freshman Courses

McGill's Admissions team will process transfer credits for 100-level BIOL, PHYS, CHEM and MATH courses. They will not assign credit for courses that may be considered equivalent to FACC 100 (→ Follow Category 2) or any higher-level courses (→ Follow Category 2 or Category 3).



Remember:

- Once the transfer credits have been processed, please review them on your unofficial transcript on Minerva (McGill's online student interface) and make sure that you are aware of which freshman courses you still have to complete.
- Transfer credits will not be processed without an official transcript. Please make sure that an **official transcript** was sent to the [Admissions Office](#) from your host University via mail or by email to officialschooldocs@mcgill.ca.
- All transfer students are obliged to attend one of the Transfer Credit Sessions in August. Please find the event information [here](#).

Science placement examinations (Year 0 Level Courses only)

Eligible only in term of admission: If you believe that you have completed the equivalent of one or more university-level mathematics or science courses, but do not have acceptable certification to that effect, you may be eligible to write admission placement exams in linear algebra, biology, chemistry, math or physics. These are formal examinations held on campus during the last two weeks of August. For more information, refer to the [Science placement exams](#) web page.

Category 2: All non-Engineering courses (200-level and higher) and FACC courses (offered by the Faculty of Engineering)

You must receive **departmental and faculty approval** for all transfer credits. The departmental course approval is given by the department administering the course (e.g. Mathematics for MATH courses, Chemistry for CHEM courses, Economics for ECON courses, etc.).

If you think you have completed courses equivalent to non-Engineering McGill courses, please have these courses evaluated by the steps outlined on the **following page**.

*Note: for all Engineering courses, see **Category 3**.*

Request for Transfer Credit Form (PDF):

https://www.mcgill.ca/engineering/files/engineering/request_for_transfer_credit_-_july_2017.pdf

Step 1

- Check if the course has already been evaluated in the Course Equivalency System.
- If the course is not already in the database, please submit a new equivalency request through the system. Note: in order to submit a new request, you will need a recent detailed course outline that includes:
 - Start and end date of the course
 - Clear breakdowns of all lecture, laboratory and tutorial hours.
- Once a request has been submitted, it will be evaluated by the department offering the equivalent McGill course. An email confirmation will be sent to your McGill email address when the evaluation is completed.
- **If the course is deemed equivalent, add it to your Request for Transfer Credit Form (URL on previous page) for final faculty approval.**

Step 2

- Fill out a Request for Transfer Credit Form. Make sure to include the following:
 - **A copy of your previous university transcript.** We can only process transfer credits if an official transcript has been received by Admissions previously.
 - A copy of the **approval you received through the Course Equivalency System.** Print and attach the equivalency decision from the website (an example can be found at the end of this document).
 - **Course type:** Please indicate the course type on the form (RQD, TC, etc.) Course types are explained on the request form.
 - **Calculation of Accreditation Units (AUs).**
 $AU = [\# \text{ lecture hours} \times \# \text{ semester weeks}] + [((\# \text{ lab} + \text{ tutorial hours}) / 2) \times \# \text{ semester weeks}]$
NOTE: This is not required for Architecture students.

Step 3

- Submit the Transfer Credit Request form and all requested documentation to MESC in the Frank Dawson Adams Building (FDA), Room 22 or via email to transfercredits.engineering@mcgill.ca
- Your request will then be reviewed by MESC and you will receive a copy of the form via email once a decision has been made.
- **How to submit your request via email:**
 - Subject of the email: University TC request: YOUR NAME
 - PDF of TC form with the appropriate signatures. Title Document: University TC Request: YOUR NAME – ID NUMBER
 - Combine in 1 PDF the course outline (which must include the number of weeks & breakdown of hours for the course), the decision from the course equivalency system (make sure that the valid dates and comments section appear in your print screen of the decision). Title each PDF document properly; Host Uni, course name & McGill equivalent course. EX: Concordia ENGR 233 to MATH 262
 - Send all of the above documents in one email
 - Please note that only complete requests will be verified and processed.

Category 3: All Engineering courses (200-level and higher; course codes: BIEN, CHEE, CIVE, ECSE, MECH, MIME) and ARCH (Architecture) courses

You must receive **departmental and faculty approval** for all courses. If you think you have completed an equivalent course to one of McGill's required Engineering courses, please have these courses evaluated by following these steps:

Follow Steps 1 and 2 listed on the previous page, then:

- Bring or email the Request for Transfer Credit Form as well as all course equivalency decisions to your departmental advisor. Departmental contact information can be found at the end of this document.
- Your departmental advisor will **sign/approve** your request and fill out their sections of the Request for Transfer Credit Form.
- Please note that departmental approval and signature is required in order for your Request for Transfer Credit Form to be accepted by MESC.
- Complete the request by following **Step Three listed above.**

Transfer Credit Approval and Processing

Please note that transfer credits are only approved if final approval has been granted from the Faculty Advisor. The fact that a course has been evaluated and has been approved on the Course Equivalency System is not sufficient.

Once we have received all of the official documentation needed to review your transfer credit request, your request may take 4 to 6 weeks to be processed.

- You will receive a copy of the Request for Transfer Credit form for your records when the request has been reviewed by the faculty advisor at MESC. Please pay special attention to comments on the form. Please note that transfer credits will only be processed if we have an official transcript on file. Please make sure that an **official transcript** was sent to the [Admissions Office](#) from your host University via mail or by email to officialschooldocs@mcgill.ca.

If we have received your official transcript, transfer credits will be added a few days after you receive the confirmation email and copy of the form, provided that an official copy of your transcript has been received by McGill. Please check your unofficial Minerva transcript and make sure that the transfer credits reflect correctly. If there are any issues or questions, please contact MESC (FDA 22) or transfercredits.engineering@mcgill.ca **immediately**.

NOTE: All transfer credit request must be submitted in your term of admission, otherwise a \$50 record change fee will be charged to your student account.

Keep in mind:

If you do not begin the transfer credit process during the summer, please attend the **Transfer Credit Information Session** at the beginning of the Fall term. More information can be [found here](#).

Each department will also invite you to their Welcome/Information Session at the beginning of the Fall term. You will meet your departmental advisors and administrators and can discuss the course evaluations with them at that time. Event information can be [found here](#).

If there is not enough time to review your request on that day, please schedule an appointment with them to go over your transfer credits shortly after. Your departmental advisor is required to review your Request for Transfer Credit for all departmental courses and is required to sign the request form before you submit it to MESC (FDA, Room 22) or to transfercredits.engineering@mcgill.ca

Adjust your course registration

After the transfer credits have been added, you will be able to register for the courses that your curriculum suggests next. If a course you have received transfer credits for is a pre-requisite for another course, you should now be able to register for that course and should not receive any pre-requisite registration errors.

Please review your program curriculum, which can be [found here](#), and look at courses from the next term(s) and see which ones can be moved to the Fall and Winter term (still respecting pre-requisites and co-requisites). Please note that co-requisites can be taken as pre-requisite.

Complementary Studies courses are the easiest to move around, because they usually do not have any pre-requisites. The sequence of most other courses has to be respected, as many of them are prerequisites for other courses. If you require any help with course registration or transfer credits, please contact MESC or your department. We also recommend that students meet with their departmental advisor or an academic advisor at MESC every year to review their course planning especially if you are not following one of the sample curriculums due to the transfer credits you received.

Additional information

Please note that a minimum of 60 credits completed at McGill University are required for a McGill degree. **If you are completing a B.Eng. or B.S.E. degree, half of your program must be completed at McGill.** The number of transfer credits granted can therefore not exceed 50% of the total credits for your program. Note that the total credits for your program includes those associated with the Required Year 0 (Freshman) courses. If you are completing the B.Sc. (Arch.) degree, the number of transfer credits granted will be limited to ensure that you complete a minimum of 60 credits of courses at McGill taken to satisfy your degree requirements, excluding those taken to satisfy the Required Year 0 (Freshman) courses listed in your program.

If you receive a number of transfer credits close to 50% and still wish to participate in the exchange program, please contact a MESC advisor before you apply for an exchange. For more details, please visit our [website](#).

If you have any questions, please contact the McGill Engineering Student Centre (MESC):

Location

Please note that our office is currently working in person and remotely. Refer to our [website](#) for more information and updates):

Frank Dawson Adams Building
3450 University Street, Room 22
Montreal, QC
Canada H3A 0E8

The [McGill Engineering Student Centre \(MESC\)](#) integrates the Student Affairs Office (SAO), academic advising and peer tutoring, and the Engineering Career Centre (ECC).

Departmental Contact Information

If you have questions for your departmental advisor, have questions regarding course scheduling or need an evaluation of engineering courses, please contact the department directly:

<u>Architecture</u> Luciana Adoyo Macdonald-Harrington Building, Room 202 Email: luciana.adoyo@mcgill.ca Tel: 514-398-6702	<u>Bioengineering</u> Nicholas Milette Macdonald Engineering Building, Room 350 Email: studentaffairs.bioeng@mcgill.ca Tel: 514-398-7254
<u>Chemical Engineering</u> Elise Vu Wong Building, Room 3060 Email: ugrad.chemeng@mcgill.ca Tel: 514-398-4400, ext. 00132	<u>Civil Engineering</u> Anna Dinolfo Macdonald Engineering Building, Room 492 Email: ugrad.civil@mcgill.ca Tel: 514-398-6345
<u>Electrical, Computer, Software Engineering</u> Tomi Tadó & Prof. Francois Bouffard Trottier Building, Room 2060 Email: undergrad.ece@mcgill.ca Tel: 514-398-1077	<u>Materials Engineering</u> Corina Sferdenschi Wong Building, Room 2140 Email: coordinator.minmat@mcgill.ca Tel: 514-398-1040
<u>Mining Engineering</u> Marina Rosati Frank Dawson Adams Bldg., Room 125 Email: marina.rosati@mcgill.ca Tel: 514-398-2215	<u>Mechanical Engineering</u> Tina Panaritis Macdonald Engineering Building, Room 270 Email: ugrad.mecheng@mcgill.ca Tel: 514-398-6296

Course Equivalency Example

(Print decisions/save as pdf for all courses and attach to your form)



Course Equivalency System

Course Equivalency

Pay close attention to the **Status**, the equivalency expiry date (**Valid Until End of**), and any comments regarding a course's eligibility. If a course is marked as (**Expired**), click **Request Reassessment** to have it reviewed. You must be a McGill student, faculty, or staff member in order to submit a request.

Equivalency Details

McGill University		
Course	Title	AUs
ECSE4XX	Electrical Engineering 4XX	39.0

Technical University of Denmark (Lyngby, Denmark)		
Course	Title	AUs
02203	Design of Digital Systems	52.0

Status: Equivalent **Valid Until End of:** Summer 2021

Justification(s):

Comments:

Valid technical complementary in the B.Eng. in Electrical and Computer Engineering and B.S.E. programs. Not equivalent to ECSE 325.

New Search

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