

# TRANSFER CREDIT AND/OR STUDENT ADJUSTMENT FORM

Student Name (last/first): \_\_\_\_\_ McGill ID #: \_\_\_\_\_ Faculty/ Program: \_\_\_\_\_

**Complete the appropriate section(s)**

TRANSFER CREDIT Authorize the use of transfer credits toward a McGill degree program.					
Host University	Course number	Course Title	Year and Term Taken	McGill Equivalent Course (e.g., BIOL 111, MATH 2XX, Elective)	Credits granted

EXEMPT a student from a course requirement (no credit given). (Please enter basis for exemption below.)		
Course number and credit weight	Major/Minor from which course requirement should be exempted	Should another course replace the exempted course?
		No    Yes, as indicated under ADD
		No    Yes, as indicated under ADD
		No    Yes, as indicated under ADD

ADD a course requirement.		
Course number and credit weight	Major/Minor to which course requirement should be added	

SUBSTITUTE a regular course requirement with a different McGill course.				
Regular course number and credit weight	Substitute course number and credit weight	Major/Minor where course is to be used		

TARGET Re-assign a course to fulfil a specific program requirement.			
Course number and credit weight	Major/Minor currently using course	Major/Minor to which course should be assigned	

COMMENTS / RATIONALE (Basis for exemption):

STUDENT SIGNATURE (if required): \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENTAL AUTHORIZATION**

Dept \_\_\_\_\_ Staff member (print) \_\_\_\_\_ Signature \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

**FACULTY AUTHORIZATION**

Faculty \_\_\_\_\_ Staff member (print) \_\_\_\_\_ Signature \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

**TRANSFER CREDIT - Authorize the use of transfer credits toward a McGill degree program.**

Transfer Credit would be assigned when a course taken at another institution is deemed appropriate for credit towards a student's current McGill program. Transfer credit can be given as generic credit (TRNS XXX)\* or as equivalent to a specific McGill subject (e.g., ENGL XXX) or a specific McGill subject at a specific level (e.g., ENGL 3XX) or a specific McGill course (e.g., HIST 422). For example, the Concordia course MATH 204 is equivalent to McGill course MATH 133.

In some instances, transfer credit could be given for courses taken at McGill University. This would usually be handled by the Admissions Office at the time of admission, or by the Student Affairs Office at the time of inter-faculty transfer. For example, if a student completes one degree at McGill and then transfers into another program at the same level.

\* Note: When entering transfer credit, the more detailed the course information the better for use by Degree Evaluation. TRNS XXX will fall into the Electives Area of the Degree Evaluation unless the transfer credit has been assigned an attribute, and the area in question has that attribute associated with it.

**EXEMPT a student from a course requirement (no credit given).**

An exemption can be granted either with or without a mandatory replacement. For Graduate & Postdoctoral Studies: A transcript is required if the exemption is based on course(s) taken at a university other than McGill.

Example 1 (with): Based on a student's background it is decided that s/he should be exempted from a course requirement but SHOULD replace it with a specified course. In this case, ADD a course requirement would also be filled in.

Example 2 (without): On the basis of work experience it is decided that a student should be exempted from a course and SHOULD NOT have to replace it with a specified course. In this case, the student would replace the exempted course with an elective.

**ADD a course requirement.**

Used when a student is required to complete an additional course requirement or is permitted to use a course not normally counted towards a degree requirement. Examples: a student has been granted an exemption from MATH 133 but must replace it with MATH 247; a student is given permission to count an independent study as one of their complementary requirements.

**SUBSTITUTE a regular course requirement with a different McGill course.**

Used when a student is granted permission to substitute one course with another, whether or not the two courses are equivalent in content.

**TARGET Re-assign a course to fulfil a specific program requirement.**

Used to specify, for Degree Evaluation purposes, the assignment of a course that could be used in one area or another. For example, a student registered in both a Major Concentration in History AND a Major Concentration in International Development Studies who takes a HIST course that could be used in either one.