

### Transfer Credit or Course Exemption or Course Substitution

Students must complete Sections (A), (B), and (C) on this form and submit it to the Registrar's Office by the appropriate deadline. Please use one form per course. For more details, please see Section 13.1.1.D.1 'Transfers, Course Exemptions, and Substitution' in the most recent Academic Calendar. The Registrar's Office must have all applicable official transcripts and course syllabi before the form can be accepted and reviewed.

#### (A) Student Information

Surname:				Given Name(s):		
Student ID:		Semester / Year:			Program:	

#### (B) Concordia Course Information (Concordia course for which you are applying)

Type (please circle one):	Transfer Credit	Course Exemption	Course Substitution
Course Code:	Course Title:		

#### (C) Equivalent Course Information (Equivalent course(s) to be assessed for the above course reduction)

#	Course Code	Name of Institution	Year Taken	Supporting Documents	
1				Transcript Other:	Course syllabus
2				Transcript Other:	Course syllabus
3				Transcript Other:	Course syllabus

Student Signature: (Do not type.)			Date:	
--------------------------------------	--	--	-------	--

----- DEPARTMENT AND FACULTY USE ONLY -----

#### DEPARTMENT RECOMMENDATION:

Decision:	<input type="checkbox"/> Recommended <input type="checkbox"/> Denied	Reason:			
Name:			Signature:		
Date:					

#### DEAN OF GRADUATE STUDIES DECISION:

Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reason:			
Name:			Signature:		
Date:					

----- OFFICE USE ONLY -----

Received by: on:	<input type="checkbox"/> Domestic <input type="checkbox"/> International	Encumbrance <input type="checkbox"/> No <input type="checkbox"/> Yes	Entered in SIS by: on:	Student notified by: on:
---------------------	---	---	---------------------------	-----------------------------