



APPLICATION FOR TRANSFER CREDIT/LETTER OF PERMISSION

INSTRUCTIONS FOR THE STUDENT

If you wish to take a course at another university for transfer credit to Acadia, you must complete this form. If your request is approved, the host university will be issued a copy of this form and a copy of your Acadia transcript (if applicable).

UNDERGRADUATE STUDENTS: You are reminded that normally the last sixty hours (60h) required for your degree must be taken at Acadia, although you may transfer from elsewhere six hours (6h) of the last sixty hours (60h).

GRADUATE STUDENTS: You may be eligible to transfer a maximum of 12 credit hours. An evaluation of transfer credit is made by the academic unit in consultation with the Registrar.

Letters of permission cannot be approved for students with an outstanding account balance at Acadia University.

1. Complete this form and attach the host institutions course descriptions for all courses you would like to take. Course syllabi may also be required.
2. Request signature from Head of your Department confirming these courses are appropriate given your program requirements.

INSTRUCTIONS FOR THE DEPARTMENT HEAD

Please review the information on this form and confirm by signing at the bottom of the page that the course(s) listed is/are appropriate given the student's program requirements. The Registrar's Office will then determine whether transfer credit will be given, consulting with relevant academic units on campus as required.

To be completed by the student

I am a(n) Undergraduate Graduate Outgoing Exchange student. *Select all that apply.*

Full Name of Student: _____ Acadia Student Number: _____

Address of Student: _____

Acadia Degree Program: _____

Full Name of Host University at which you wish to take course(s): _____

Address of Host University: _____

_____ Fax Number: _____

Form to be: Picked up Mailed to student address above Mailed to institution address above Faxed to fax number above

Expected Start Date: _____	REGISTRAR'S OFFICE USE ONLY	
	Number and Title of Course at Host Institution	Credit Hours

Successfully completed approved transfer credits from other institutions are transferred to your Acadia student record with a passing grade (P). Only courses with a grade of C- or better are transferred.

I confirm that the information I have provided above is accurate to the best of my knowledge.
Student's Signature: _____ Date: _____

I confirm that the course(s) listed above could be used towards the student's degree program should they be deemed acceptable for transfer credit.
Signature of Student's Department Head/Director: _____ Date: _____

This document acknowledges the acceptability of the courses above towards an Acadia University degree. It DOES NOT confirm acceptance at the host institution. The student must apply to the host university in accordance with its procedures. Not all applications may be accepted by the host university. It is the responsibility of the student to ensure that grade(s) for course(s) are forwarded to the Acadia University Registrar's Office by the host institution.

Registrar's Office: _____ Date: _____

Date Application Received: _____