TRANSFER OF CREDIT FORM

Completes form and submits all documents to the SD/PD for review. This includes submission of the form, course syllabus (NOT course description), and transcript.

> Each request should be submitted individually but if a student has submitted multiple requests, it is recommended these be submitted together.

Reviews information and

Forwards all documents to Divisional Dean for review.

Tracks request completion.

Reviews all paperwork and approves or denies transfer of credit.

Divisional Dean forwards signed form to the Registrar, ccing the Administrative Support Staff (for upload to the student file), and SD/PD for their records.

DIVISIONAL DEAN

REGISTRAR: Processes request.

ADMINISTRATIVE SUPPORT STAFF PECIALTY/PROGRAM DIRECTOR

REGISTRAR, A AND SPE ADMINISTRATIVE SUPPORT STAFF:

Uploads request to the student file.

SPECIALTY/PROGRAM DIRECTOR:

Notes transfer of credit request in their own files.