



REQUEST FOR TRANSFER CREDIT

Instructions: Complete this form if you are requesting transfer credit based on successful completion of a course or courses at another recognized post-secondary institution. Please send this completed form, official transcript(s) and course outlines to the program area for approval. Once approved, the program area will forward the form to the Registrar's Office. **Students who are evaluated for transfer credit are assessed an administrative fee in accordance with the University's approved ancillary fees (<http://www.royalroads.ca/prospective-students/ancillary-fees>).**

Note: *Transfer credit is defined as academic credit earned at another institution and accepted toward an RRU certificate, diploma, or degree. Students may apply for transfer credit for Royal Roads' courses based on the successful completion of comparable courses at other recognized post-secondary institutions. A student may not be awarded more credits for a course than those awarded by the originating institution. Transfer credit requires the submission of official transcripts as well as the approval of the receiving Dean and the Registrar. The maximum number of transfer credits that can be awarded towards a degree program is 15 at the undergraduate level, 12 at the master's level and 6 for doctoral programs. Exceptions must be approved by the Dean and Registrar unless the transfer credits are based on an inter-institutional agreement related to a joint degree program or partnership program. Transfer credit is notated on a Royal Roads' transcript and included in the credits required for completion of the credential. No substitute courses are required in order to meet the minimum requirements for graduation.*

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| First Name | Last Name |
| Student Number | Date |
| Program Name | |

| Institution Name | Course Code | Credit Value | Year Course Completed | Grade | RRU Course | RRU Credit Value |
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| Comments: |
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Student Signature: _____ **Date:** _____

Note: Signature required if this form is not sent from your email address currently on file at RRU.

Final decision will be communicated by the Registrar's Office once reviewed by both the Dean and Registrar.

Approval - (Dean/Designate): _____ **Date:** _____

Approval - (Registrar): _____ **Date:** _____