

Transfer Credit Request Form

This form is to be completed by individuals pursuing transfer of credit by assessment of educational documents. Please note, there are other Recognition of Prior Learning (RPL) processes available at the College. For more information, go to rrc.ca/rpl.

Students must be enrolled in or accepted to an RRC program, prior to formally requesting transfer of credits.

Assessment fees are payable at the time this form is submitted. Fees are non-refundable and non-transferable.

All fees are subject to change.

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| Transfer Credit Request from a Red River College program: | No fee |
| Transfer Credit Request from a publicly funded Manitoba post-secondary institution: | No fee |
| Transfer Credit Request from Canadian post-secondary institution located outside Manitoba: | \$15 per course to a maximum of \$75 per application |
| Transfer Credit Request from an international post-secondary institution: | \$50 per course to a maximum of \$250 per application |

Prior to submitting this form and your educational documents, please check (✓) that you have followed these steps:

- Compare and match course(s) from your previous education with Red River College course(s). Students are expected to understand and apply the learning outcomes of the course(s) for which credit is awarded.
- Review **Policy A15** (Transfers between RRC Programs) and **Policy A16** (Transfer of Credits to RRC Programs from Other Post-Secondary Institutions).
- Note the date (i.e., the year) the course was completed. RRC Policy A15 states that to be used for transfer credit, the course must be completed within the past five years (eight years for Continuing Education).
- Ensure you have access to your Red River College WebAdvisor account **and** that your email address on WebAdvisor is accurate.
IMPORTANT: The results of your transfer credit request(s) will be shown on your WebAdvisor account and/or emailed to the address listed on your WebAdvisor account.
- Complete the Transfer Credit Request Form with accurate personal information and all relevant information as stated in the example on Page 2.
- Submit an **official transcript(s)** in a sealed envelope or request that it be sent directly from the post secondary-institution.

OR

- Official transcript was submitted as part of enrolment process for program currently attending.
 - Ensure all grades from other institutions are a minimum of 'C'. Note: Some programs require a higher standard of proficiency for credit transfer.
 - For transfer of grades between RRC programs: Ensure grades from RRC meet or exceed the grade required for a pass in the program into which it is being transferred.
- Submit **detailed, official course outlines/course objectives** that are representative of the course(s) during the period of time the course(s) was completed. Course outline/course objectives should be submitted in English. If the original is not in English, you are required to submit a copy of both the original and the notarized translation.
- Attend classes until your request(s) has been officially approved.**
- Sign, date and submit the Transfer Credit Request Form and supporting documents to the **Student Service Centre (D101 or P104 EDC), Continuing Education Office (C116), or the applicable regional campus and pay the assessment fee, if required.**

Office Use Only: Process payments under MI, code XPLAR (code XCRTR for CE), and stamp form 'paid'. Forward form and supporting documents to the Transfer Credit Officer, CE, or regional campus.

Red River College - Student Service Centre

Notre Dame Campus

D101-2055 Notre Dame Ave., Winnipeg, MB R3H 0J9
P: 204.632.2327 | F: 204.697.0584

Exchange District Campus

P104-160 Princess St., Winnipeg, MB R3B 1K9
P: 204.632.2327 | F: 204.949.9105

Last modified August 2017

Student personal information (please print):

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|---------------------|------------------|
| Last name: | First name: |
| RRC student number: | Name of program: |

| To be completed by student | | | | | | | Staff Use Only | | | | | |
|--|-----------------------|-----------------------------|--|---------------------------------------|--|-----------------------------------|--------------------------------|--|-----------------------------------|-------------------------------|--------------------|--------|
| Course Previously Completed | | | | | RRC Course Equivalent | | Program Chair/Manager Decision | | | Transfer Credit Officer | | |
| | | | | | | | Credit Awarded (Yes/No) | | | | | |
| | | | | | | | If Credit is Awarded | | | | | |
| Course number and name of course completed | Date course completed | Credits earned/course hours | Name of institution where course was completed | Province or country if outside Canada | Course number and name for which credit is being requested | Credit Hours/Course Hours | RRC Internal Transfer | | May be used as Precedent (Y or N) | Precedent Expiry Date (MM/YY) | Based on Precedent | |
| | | | | | | Use Previous Courses(s) and Grade | CR | | | | Awarded | Denied |
| Example: ECON-1102 Intro to Economics: Micro | April 2016 | 3 CR/36 hours | University of Winnipeg | Manitoba | ECON-1022 Economics 1 | 3 CR | | | | | | |
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Declaration:

By signing this application, I certify that all of the information/documents provided to support this request are is/authentic, accurate and true. I authorize use of all documentation by faculty for the purposes of assessing credit. If this is for credit in a full-time program, I authorize the Records Officer to withdraw me from the registered course(s) related to any awarded transfer credit.

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|--------------------|------------------|
| Student Signature: | Date (dd/mm/yy): |
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Office Use Only:

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| Step 1: | |
| CSR/Officer name: | Date received: |
| Step 2: | |
| Transfer Credit Officer Name: | Date received: |
| Step 3: | |
| Program Chair/Manager Name: | |
| Comments (use this space to provide an explanation for the credit decision): | |
| Signature: | Date (dd/mm/yy): |
| Step 4: | |
| Records Officer: | Date Student Record updated (dd/mm/yy): |