

# TRANSFER CREDIT APPLICATION

## for Core and/or Professional Engineering Courses

TRANSFER CREDITS ARE CONSIDERED FOR EXTERNAL POST-SECONDARY COURSES ONLY.

- This form is for use by engineering students applying for **core engineering course** transfer credit.
- To apply for CMN432, ECN801 or liberal studies elective courses please complete the online application with the Transfer Credit Unit at [ryerson.ca/transferecredits](http://ryerson.ca/transferecredits)
- Students should read the complete Transfer Credit Policy before applying.
- Application instructions are on the reverse of this form.

TC UNIT USE ONLY

POSTED  SCANNED

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

PART 1: TO BE COMPLETED BY STUDENT

STUDENT ID #	LAST NAME	FIRST NAME(S)
RYERSON ENGINEERING PROGRAM: _____		
APPLYING FOR CREDIT: _____		
List the Ryerson course, for example MTH 140 or Calculus I. Please refer to the Ryerson University online <a href="http://ryerson.ca/academic/calendar">Academic Calendar</a> for curriculum and courses in our Engineering program: <a href="http://ryerson.ca/calendar/2015-2016/pg949.html">ryerson.ca/calendar/2015-2016/pg949.html</a>		
PREVIOUS EDUCATIONAL INSTITUTION: _____		
COURSE CODE*: _____		COURSE TITLE*: _____
*Please refer to your transcript for the exact course code and title.		
YEAR TAKEN: _____	DURATION: _____ Semester(s)	FINAL GRADE: _____
OFFICIAL TRANSCRIPT: <input type="checkbox"/> ATTACHED <input type="checkbox"/> PREVIOUSLY SUBMITTED		
COURSE SYLLABUS: <input type="checkbox"/> ATTACHED <input type="checkbox"/> PREVIOUSLY SUBMITTED		
NAME OF INSTRUCTOR: _____		
IS THE COURSE INSTRUCTOR A PROFESSIONAL ENGINEER? <input type="checkbox"/> NO <input type="checkbox"/> YES		
Please attach proof. Examples of proof would include: (1) Print out of professor's university website indicating he/she is licensed; (2) Print out from the professional engineering organization listing the instructor as a member; or (3) email/letter from instructor's department Chair indicating that the instructor is a professional engineer.		
<b>I ACKNOWLEDGE THAT THE DOCUMENTATION SUBMITTED WITH THIS APPLICATION IS ACCURATE AND COMPLETE AND I HAVE READ THE INSTRUCTIONS AND TRANSFER CREDIT POLICY.</b>		
STUDENT SIGNATURE: _____		DATE: _____

PART 2: ENGINEERING TRANSFER CREDIT DECISIONS - OFFICE OF THE DEAN USE ONLY

NO DECISION    Redirect to another Teaching Department: \_\_\_\_\_

MORE INFO NEEDED:  Topics Covered  Textbook(s) Used  Info on Assign/Eval  Other: \_\_\_\_\_

CREDIT(S) GRANTED \_\_\_\_\_ USING COURSE(S): \_\_\_\_\_

CREDIT DENIED  Content  Level  Timespan  Other \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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Evaluator's Name
Signature
Date

## Engineering Transfer Credit Application Instructions

- Transfer Credit Application Forms for core and professional engineering courses will only be accepted and processed once you have applied for admission and received an Offer of Admission to the Bachelor of Engineering program.
- Supporting documents submitted with this form become the property of Ryerson University and will not be returned. A course syllabus will be disposed of once a Transfer Credit decision is made. We recommend applicants keep a copy of the form and supporting documents for their records.
- If Undergraduate Engineering Admission and Recruitment must contact you they will use your e-mail, telephone and/or mailing address on record with Ryerson.
- Transfer Credit decisions are only valid after authorized by the Dean's Office of the Faculty of Engineering and Architectural Science and the Transfer Credit Unit and posted to your record.

### To apply using the Engineering Transfer Credit Application Form:

1. Complete one application form per engineering core course and attach a detailed course/teaching syllabus and proof of instructor P.Eng status for each course you are using to apply for Transfer Credit. Incomplete applications will delay the processing of the application.
2. Submit your complete application(s):

**In person:** Undergraduate Engineering Admissions and Recruitment, George Vari Engineering and Computing Centre  
245 Church Street, 3<sup>rd</sup> Floor, Room: ENG-349/350, Toronto, ON M5B 1Z4

**Mail:** Ryerson University, Office of the Dean, Faculty of Engineering and Architectural Science, ENG-359  
350 Victoria Street, Toronto, Ontario M5B 2K3

**Fax:** 416-979-5308, attention: Admissions

3. Transfer Credit decisions will be sent to you via e-mail and will be available via 'View Transfer Credit Report' in RAMSS.

### Completing the Engineering Transfer Credit Application Form:

*Applying for Credit - Ryerson Course/Subject Area:* List the specific Ryerson course you are seeking, please indicate in the space provided. Refer to the appropriate [Academic Calendar](#) for a complete listing of available subject areas and courses.

*Course Code/Course Title:* The course code and title must be listed in the field provided exactly as it is listed on the official transcript. The course code and title on the teaching outline submitted must also match the official transcript.

*Final Grade:* University courses are considered for Transfer Credit if the grade obtained is a minimum grade of 'C', where 'C' equals 60 percent or higher.

*Transfer Credit Appeals:* Students appealing a Transfer Credit decision must submit the completed Transfer Credit Application Form, a detailed letter of appeal along with course outline(s) and additional supporting documentation.

### Transfer Credit Deadlines

Apply for your core and professional engineering transfer credits immediately upon receipt of your Offer of Admission. Confirming transfer credits in advance facilitates course planning and prevents you from enrolling in courses that may be eligible for exemption.

*August 7, 2015* – final date to apply and have the results for the start of the Fall 2015 term.

*December 1, 2015* – final date to apply and have the results for the start of the Winter 2016 term.

A complete application including required course outlines must be received by the Application Deadline to guarantee results for the start of the term. If you have missed the Application Deadline you can still apply. Your applications will be processed in priority sequence; however we cannot guarantee that you will have the results for the start of the term.

### Transfer Credit Follow-up

Students are responsible for frequently checking the results of their Transfer Credit Application(s) on RAMSS. If the credits granted affect course enrollment or future course intentions, students are required to adjust their course enrollment or future course intentions within the specified deadlines in the Significant Dates section of the official Ryerson Calendars.

### Questions

If you have any questions regarding the application process for core and professional engineering courses, please contact:

Undergraduate Engineering Admissions and Recruitment at [askeng@ryerson.ca](mailto:askeng@ryerson.ca) or 416-542-5870.