REQuest to transfer credits into Master’s program

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| --- | --- | --- |
| STUDENT INFORMATION: | | Student Number: |
| Given Name: | Family Name: | |
| E-mail: | Telephone: | |
| Degree(e.g. MA, MSc): | Program: | |

UBC Calendar: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,1529>

1. Graduate students who have earned credits outside their current master’s program (e.g., from a different university, in a different UBC master’s program, as an undergraduate, or as an unclassified or Access Studies student) may transfer up to 12 credits or up to 40% of the total number of credits needed for completion of their current program (whichever is more), provided that:

a) the courses were not used to satisfy the requirements of another credential;

b) **the courses were not used as a basis for admission to the graduate degree program;**

c) at least a B standing (UBC 74%) was obtained in courses considered for transfer;

d) the courses considered for transfer credit have been taken within five years of commencement of the current degree program.

1. The 12-credit (40%) restriction applies to students in UBC-approved Exchange Agreements established by the UBC Go Global Office.

**Note:** No more than 6 credits of transfer credit may be at the undergraduate level (300-/400-level).

See the Calendar link above for the UBC policy on laddering from a graduate certificate into a specific master’s program.

**Please transfer the following course credits into this student’s master’s program (one box per course)**

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| **University:** |  | | | | | | Course Dates: | |  | | to |  |
|  | | | | | | | | | mm/yy | |  | mm/yy |
| **Course Name:** | |  | | | | | Course Number: | | | \_\_\_\_\_ | | |
| **Transfer from:** | | WDA  GEA  Unclassified studies | | | | Other: | \_\_\_\_ | | | | | |
| **Transfer from:** | Diploma/degree program | | | | **Program Name:** |  | | | | | | |
| If diploma/degree, **must attach attestation from Registrar/Advising office** that course was not counted toward completion. | | | | | | | | | | | | |
| **Was course pre-approved by G+PS?** | | | | Yes  No **Course level:**  Graduate  Undergraduate | | | | | | | | |
| **Total # of credits at institution:** | | |  | | | **Total # of UBC credits:** | |  | | | | |

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| **University:** |  | | | | | | Course Dates: | |  | | to |  |
|  | | | | | | | | | mm/yy | |  | mm/yy |
| **Course Name:** | |  | | | | | Course Number: | | | \_\_\_\_\_ | | |
| **Transfer from:** | | WDA  GEA  Unclassified studies | | | | Other: | \_\_\_\_ | | | | | |
| **Transfer from:** | Diploma/degree program | | | | **Program Name:** |  | | | | | | |
| If diploma/degree, **must attach attestation from Registrar/Advising office** that course was not counted toward completion. | | | | | | | | | | | | |
| **Was course pre-approved by G+PS?** | | | | Yes  No **Course level:**  Graduate  Undergraduate | | | | | | | | |
| **Total # of credits at institution:** | | |  | | | **Total # of UBC credits:** | |  | | | | |

**More space on next page.**

**Page 2 – if you need more space, please either use a second form, or attach all the required information.**

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| **University:** |  | | | | | | Course Dates: | |  | | to |  |
|  | | | | | | | | | mm/yy | |  | mm/yy |
| **Course Name:** | |  | | | | | Course Number: | | | \_\_\_\_\_ | | |
| **Transfer from:** | | WDA  GEA  Unclassified studies | | | | Other: | \_\_\_\_ | | | | | |
| **Transfer from:** | Diploma/degree program | | | | **Program Name:** |  | | | | | | |
| If diploma/degree, **must attach attestation from Registrar/Advising office** that course was not counted toward completion. | | | | | | | | | | | | |
| **Was course pre-approved by G+PS?** | | | | Yes  No **Course level:**  Graduate  Undergraduate | | | | | | | | |
| **Total # of credits at institution:** | | |  | | | **Total # of UBC credits:** | |  | | | | |

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| **University:** |  | | | | | | Course Dates: | |  | | to |  |
|  | | | | | | | | | mm/yy | |  | mm/yy |
| **Course Name:** | |  | | | | | Course Number: | | | \_\_\_\_\_ | | |
| **Transfer from:** | | WDA  GEA  Unclassified studies | | | | Other: | \_\_\_\_ | | | | | |
| **Transfer from:** | Diploma/degree program | | | | **Program Name:** |  | | | | | | |
| If diploma/degree, **must attach attestation from Registrar/Advising office** that course was not counted toward completion. | | | | | | | | | | | | |
| **Was course pre-approved by G+PS?** | | | | Yes  No **Course level:**  Graduate  Undergraduate | | | | | | | | |
| **Total # of credits at institution:** | | |  | | | **Total # of UBC credits:** | |  | | | | |

If laddering into a master’s program:

|  |  |
| --- | --- |
| **Into which degree program?** | MET  MHPCTL  MGSC  MRSc |

Please attach the following:

From the graduate program: academic justification for allowing the transfer credit (course-by-course)

Official transcript OR  Transcript is in eVision system OR  Course is in SISC

Attestation from Registrar/Advising Office (if courses are being transferred from diploma or degree program)

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| Approval of Research Supervisor: | | | | | |  |  | | |  |  |
|  | |  |  | | |  |  | | |  |  |
| Signature | |  | Name (please print) | | |  | Program | | |  | Date (yyyy/mm/dd) |
| Approval of Graduate Advisor or Head of the Graduate Program: | | | | | | | | | | | |
|  | |  |  | | |  |  | | |  |  |
| Signature (must be different from above) | |  | Name (must be different from above) | | |  | Program | | |  | Date (yyyy/mm/dd) |
| Graduate Studies use only: | | | | | | | | | | | |
|  |  | | |  |  | | |  |  | | |
|  | Date of Approval | | |  | Signature of Associate Director (SAS) or G+PS clerk | | |  | Processed / notification sent by G+PS clerk | | |