



INTERNAL PROGRAM TRANSFERS BEYOND LEVEL 01

NOTE: This process is restricted to transfers within the same School, and excludes transfers from diploma/advanced diploma programs to certificate programs.

Today’s Date: _____ Return Date: _____

To Be Completed By Registrar’s Office:
The following full-time Algonquin student has requested to transfer from one program to another within the same School.

To: _____

Client Service Officer: _____ Room C150 Ext: _____

SECTION I:
TO BE COMPLETED BY STUDENT: Please enter your requested exemptions on back of form for approval.

Students Name: _____ Student Number: _____

Address: _____

_____ Telephone No: _____

Program requested: _____

Level requested: _____ Term requested: _____

AAL: 02, 03, 04, 05, 06 Fall Winter Summer
(Please circle one)

Program in which currently registered: _____

Students Signature _____ Date: _____

SECTION II:
TO BE COMPLETED BY Chair/Dean (Please return to Registrars Office.)

(Please note: If student is recommended for acceptance to Level 01, s/he must send an official application to ontariocolleges.ca)

- ☐ This candidate is not acceptable to Level _____, in the _____ Term
- ☐ This candidate is acceptable to Level _____, in the _____ Term with no conditions.
- ☐ This candidate is acceptable to Level _____ but must be placed on a waiting list.
- ☐ This candidate is conditionally acceptable to Level _____ on the following condition:

Please list the Course(s)/Section in which the student should be registered in _____ Term:

Other Comments: _____

Evaluated by: _____
(Signature of Academic Administrator)

Date: _____

SECTION III: This form is to be forwarded to the department from which the student is transferring:
Reviewed by: _____
(Chair/Dean Signature)
Date: _____

To formalize compliance with the Freedom of Information and Protection of Privacy Act, Algonquin College requires that you read the statement below. The information gathered through this document is collected under the legal authorization of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The information is used for educational, administrative and statistical purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. Administrative purposes may include the disclosure to or on behalf of the Students’ Association of Algonquin College for the purposes of the activities of the Association or to establish qualifications for benefits such as drug plan cards, OC Transpo passes, Alumni Association or for the Key Performance Indicators Survey. The College publishes the names of students who graduate and/or achieve academic excellence. For questions related to this policy, please contact the Registrar, 1385 Woodroffe Avenue, Ottawa, ON, K2G 1V8 or (613) 727-4723. Under the Privacy Act, individuals can request access to their own, individual information held on federal banks, including those held by Statistics Canada. Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database. Further information on the use of this information can be obtained from Statistics Canada’s web site: <http://www.statcan.ca> or by writing to the Postsecondary Section of Statistics Canada, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney’s Pasture, Ottawa, K1A 0T6.

Please see reverse

STUDENT NAME: _____

STUDENT NUMBER: _____

To be completed by Student						To be completed by Department				Registrar	
Course Number	Course Exemption Requested: Course Title	Level Offered	Course Number	Exemption Request Based on: Course Title	Date Completed	Granted	Pending Grade	Denied	Course Chair/Coordinator	Date Entered	Entered by

Academic Administrator Signature _____ Date _____