APPEAL FOR TRANSFER CREDIT
Must be submitted prior to the end of 1st year of study

Processing time: 4-6 weeks

STUDENT INFORMATION

Last Name: __________________________ First Name: __________________________

Student Number: ______________________ Date: _____________________________

Program: ____________________________ Year: ______ Phone Number: _____________________________

Email address: _______________________________________________________________

Previous institution attended: _______________________________________________________

Instructions:
1. Specify proposed equivalent Carleton course.
2. List previously completed course (number, name, grade).
3. Attach all supporting documentation (course outlines, class notes, exams).
4. Include all appeal requests at this time - further requests will not be considered.

<table>
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<tr>
<th>Carleton Course Number</th>
<th>Course number and name at previous institution</th>
<th>Grade</th>
<th>Credit Granted</th>
<th>Credit Denied</th>
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Submit completed form and supporting documents to:
Admissions Services, 315 Robertson Hall, Carleton University 1125 Colonel By Drive Ottawa ON K1S 5B6

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information please contact Janice O’Farrell, FIPPA Representative for Admissions Services (315 Robertson Hall, 520-2600 ext. 3710). Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.

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