Faculty of Engineering and Design- Petition for Transfer Credit

Last Name ________________ First Name ________________________________

Student Number ________________ Date __________________

Program ____________________________ Year ______

Phone number ____________________________ Email ____________________________

Instructions
1. To be considered, this form must be completed entirely.
2. Advanced standing credit petitions are due 4 weeks after acceptance of offer of admission.
3. Requests will not be considered after the last day of classes of the first term of study in your program.
4. Adjustments to the student registration resulting from advanced standing decisions will not be made for late applications.
5. Students may not petition for credit for CCDP 2100.
6. In the space(s) below please specify the Carleton Course(s) for which you are requesting advanced standing and clearly indicate the previously completed course that justifies the request.
7. Provide as much detail as possible about the courses you have taken. Important factors used in the evaluation include; lecture/lab/problem analysis/tutorial hour, evaluation of course content, details of practical and lab components, and an assessment of whether the course was taught by a professional Engineer. In many cases, these issues can only be determined from detailed material such as course notes and exams and assignments.

Notes
1. Credit is most typically granted for math and science courses.
2. Normally, with the exception of ECOR 3800, only engineering courses taken at Canadian Engineering Programs can be used as a basis for advanced standing.
3. Advanced standing credit will not be granted unless credits have been obtained for the prerequisites for that course.
4. Maximum advanced standing credits that will be granted are 7.0 (14 half-credit course).
5. Consider all of the courses in your program and include all transfer credit requests at this time; further requests will not be considered unless the requirements for your program change.

Please enter the course information on the next page
# Courses Requested

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<tr>
<th>Carleton Course Number</th>
<th>Proposed Equivalent Course</th>
<th>Granted</th>
<th>Denied</th>
<th>Note</th>
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Comments:
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Associate Dean: ____________________________ Date: ______________________________

**SUBMIT 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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