

**APPEAL FOR TRANSFER CREDIT**  
**Must be submitted prior to the end of 1<sup>st</sup> 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.

Carleton Course	Transferring Course Code	Transferring Course Title	Grade

Please send the form and supporting documents by email to [admissions@carleton.ca](mailto:admissions@carleton.ca). Do not send duplicate documents unless you have confirmed with Admissions that additional copies are required.

*Personal information collected through this form will be used and disclosed by Carleton University under the authority of the Carleton University Act, 1952, and in accordance with sections 39, 41 and 42 of Ontario's Freedom of Information and Protection of Privacy Act. The information provided will not be used for any purposes other than those stated upon this form, unless the applicant provides express written consent. If you have any questions about the processing of personal information by Carleton University, please contact the Manager, Privacy & Access to Information, by phone at 613-520-2600 ext. 2047 or by e-mail via [University\\_Privacy\\_Office@carleton.ca](mailto:University_Privacy_Office@carleton.ca).*

*This document is available in a variety of accessible formats upon request. A request can be made on the Carleton University website at: [carleton.ca/accessibility/request](http://carleton.ca/accessibility/request).*