

## Faculty of Engineering and Design - Petition for Transfer Credit

### STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_ Year: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Previous institution attended: \_\_\_\_\_

### 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 petitions.
5. Petitions will not be considered towards CCDP 2100.
6. In the space(s) provided on the following page, please specify the Carleton Course(s) for which you are requesting advanced standing, and clearly indicate the previously completed course(s) that justifies the request.
7. Provide as much detail as possible about the course(s) you have taken. Important factors used in the evaluation include; **lecture/lab/problem analysis/tutorial hours**, evaluation of course content, details of practical and lab components, and an assessment of whether the course was taught by a Professional Engineer (P.Eng.). In many cases, these aspects can only be determined from detailed material such as course notes, exams and assignments.

### Notes

1. Credit is typically only granted for math and science courses.
2. Normally, with the exception of ECOR 3800, only engineering courses taken as a part of 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 courses).
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

Carleton Course	Transferring Course Code	Transferring Course Title	Grade

**Comments:**

***For office use only:***

Associate Dean: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send the petition 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.**

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