



# COURSE CREDIT/EXEMPTION

| DATE  |     |      |
|-------|-----|------|
| Month | Day | Year |

## Student Information and Enrolment Services

SW1 – 1st Floor, 3700 Willingdon Avenue, Burnaby, BC V5G 3H2  
 T 604.434.1610 • F 604.430.1331 • TF 1.866.434.1610 (Canada & USA)

**This form is used to apply for internal and external course credit in your BCIT program.**

**DEADLINE:** Completed applications must be submitted to Student Record or Student Information & Enrolment Services within 14 days into the Term. Please check the Calendar of Events for exact dates (bcit.ca). **BCIT must have an official transcript from the outside institution showing successful completion of the course being used to request transfer credit, and a detailed course outline is strongly recommended.** Complete one application per course. Once processed, you will be notified via my.bcit email of your course assessment status. You should continue to attend class until you have been notified.

Students with transfer credit(s) who need to enrol in substitute courses in order to meet the following load requirements, must have their substitute course(s) approved by the Associate Dean at term start:

- 1 For Graduation – BCIT Transfer Credit policy allows transfer credit up to 50% of the total credit required to earn certification.
- 2 BC and Canada Student Loans – 60% each term.
- 3 Graduating Awards – 100% in each of the last two academic terms in the program.
- 4 Scholarships – 100% in each of the two academic terms being considered in the program.

Students may also cancel their Credit/Exemption once granted in order to fully attempt the course and receive a grade. Requests to Audit or cancel a course credit must be submitted in writing to Student Records up to 14 calendar days into a Term.

**PERSONAL INFORMATION (to be completed by student) NOTE:** information must be complete and accurate.

|  |  |                                 |               |
|--|--|---------------------------------|---------------|
| Student Name   |  | Student Number<br><b>A00</b>    |               |
| Program Name:  |  | Block No.                       |               |
| Name of BCIT course for which credit is being requested (e.g., Accounting 1) |  | Course Number (e.g., FMGT 1100) |               |
| Name of equivalent course taken previously                                   |  | Course Number                   |               |
| Name of institution where course taken                                       |  | Grade Earned                    | Yr. Completed |

### TO BE COMPLETED BY TEACHING PROGRAM HEAD / CHIEF INSTRUCTOR

|   |   |  |            |
|---|---|--|------------|
| <input type="radio"/> Recommended <input type="radio"/> Not Recommended. Please state reason.   |   |  |            |
| Do you want Student Records to automatically approve this articulation in the future?<br><br><input type="radio"/> Yes <input type="radio"/> No | What is the acceptable recency for this course? (Years) | What is the minimum acceptable grade?<br>(Provide both per centage and letter grade) |            |
|   |   | %  | Ltr. Grade |
| Teaching Program Head/Chief Instructor Name<br><i>(print)</i>   | Signature   | Date   |            |

### TO BE COMPLETED BY TECHNOLOGY PROGRAM HEAD / CHIEF INSTRUCTOR

|  |           |      |
|--|-----------|------|
| Agree with recommendation <input type="radio"/> Yes <input type="radio"/> No. Please state reason. |           |      |
| Technology Program Head/Chief Instructor <i>(print)</i>  | Signature | Date |

### REGISTRAR'S OFFICE USE ONLY

|   |           |      |
|---|-----------|------|
| Credit has been: <input type="radio"/> Granted <input type="radio"/> Denied |           |      |
| Comments  |           |      |
| Processed By <i>(print)</i>   | Signature | Date |