



Graduate Studies

Request for Transfer Credit

Any personal information collected on this form is protected under the Freedom of Information and Protection of Privacy Act. The information you provide will be used to update your OCAD U records. These records are only viewed by OCAD U administrative staff and are not released to any other parties.

With the approval of the Graduate Program Director and the Office of Graduate Studies, transfer credit may be granted for graduate work completed in another program, provided that the course(s) has (have) not been credited towards another degree, diploma, certificate or any other qualification.

Transfer credit is limited to a maximum of 50% of the program course requirements, not including the written thesis or thesis project/exhibition.

Students participating in an approved exchange program on the recommendation of the Graduate Program Director may receive transfer credit for up to 50% of the course requirements for their degree. Transfer credit arrangements for exchange program participants must be approved in advance by the Office of Graduate Studies.

An official transcript is required prior to the final approval of the transfer credit and awarding of the OCAD University degree.

Section 1: To be completed by the student

Student Name:		Program:			
Course Number	Title	Credit Weight (half/full)	Institution Where Taken	Session	Grade

I request transfer credit for the above course(s) toward my degree at OCAD University.

Signature: _____ Date: _____

Section 2: Recommendation of Graduate Program Director

Name:		Program:	
I recommend that the above student be awarded transfer credit for the following courses towards her/his fulfillment of the requirements of the program.			
Course	Approved		Substitute for:
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	

Signature: _____ Date: _____

Section 3: Office of Graduate Studies

Transfer Credit:	Approved	Refused
Dean of Graduate Studies Signature:	Date:	