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# Transfer Credit Appeal

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 records. These records are only viewed by OCAD administrative staff and not released to any other parties.

Last Name	First Name	Student Number
Apt	Street	City / Province
		Postal Code
Home Phone Number	Business / Cell Phone Number	Email
Faculty	Major / Program	

**Appeal Transfer Credit Results dated (specify date of Results and attach copy of the results email):**

***Please describe the nature of your appeal below as clearly and succinctly as possible and append any supporting documentation:***


<b>Signature of student</b>	<b>Date</b>
<b>Date Received by Admissions Office:</b>	
<b>Meeting date to discuss Appeal:</b>	
<b>Outcome:</b>	Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Conditions: _____ Not Approved <input type="checkbox"/>
<b>Letter of decision sent to student:</b>	
<b>Signature of Chair or Associate Dean:</b>	<b>Date:</b>

## Transfer Credit Appeal

**Student may appeal the Transfer Credit decision only within 20 business days of the date of their Transfer Credit results.**

### **Procedures**

1. Students must meet or contact the Admissions Officer who will discuss their case and advise and assist with the appeal process.
2. Transfer Credit appeals must be submitted in writing on the Transfer Credit Appeals form together with additional and/or new supporting documentation. The appeal will not go forward from this point unless relevant documentation has been submitted. This is determined by the Admissions Officer.
3. The appropriate Chair or Associate Dean and the Admissions Officer will meet to discuss the case. The student may or may not be invited to attend.
4. The Chair or Associate Dean will assess the merit of the appeal and decide the outcome. The decision is final and irrevocable.
5. The Admissions Officer will release the decision, in writing, with reasons, as soon as practicable, normally within 15 working days of the appeal being forwarded to the Chair or Associate Dean for assessment.

### **Time Limits**

The time limits may be extended with the consent of the decision-maker at the relevant stage of the proceeding provided that the decision-maker is satisfied that no party will be unduly prejudiced by the extension.