REQuest to transfer credits into Master’s program

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| --- | --- |
| STUDENT INFORMATION:  | Student Number:       |
| Given Name:       | Family Name:       |
| E-mail:       | Telephone:       |
| Degree(e.g. MA, MSc):       | Program:       |

UBC Calendar: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,1529>

1. Graduate students who have earned credits outside their current master’s program (e.g., from a different university, in a different UBC master’s program, as an undergraduate, or as an unclassified or Access Studies student) may transfer up to 12 credits or up to 40% of the total number of credits needed for completion of their current program (whichever is more), provided that:

a) the courses were not used to satisfy the requirements of another credential;

b) **the courses were not used as a basis for admission to the graduate degree program;**

c) at least a B standing (UBC 74%) was obtained in courses considered for transfer;

d) the courses considered for transfer credit have been taken within five years of commencement of the current degree program.

1. The 12-credit (40%) restriction applies to students in UBC-approved Exchange Agreements established by the UBC Go Global Office.

**Note:** No more than 6 credits of transfer credit may be at the undergraduate level (300-/400-level).

See the Calendar link above for the UBC policy on laddering from a graduate certificate into a specific master’s program.

**Please transfer the following course credits into this student’s master’s program (one box per course)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University:** |       | Course Dates: |       | to |       |
|  | mm/yy |  | mm/yy |
| **Course Name:** |       | Course Number: |      \_\_\_\_\_ |
| **Transfer from:** | [ ]  WDA [ ]  GEA [ ]  Unclassified studies | [ ]  Other:  |      \_\_\_\_ |
| **Transfer from:** | [ ]  Diploma/degree program | **Program Name:** |  |
| If diploma/degree, **must attach attestation from Registrar/Advising office** that course was not counted toward completion. |
| **Was course pre-approved by G+PS?** | [ ]  Yes [ ]  No **Course level:** [ ]  Graduate [ ]  Undergraduate  |
| **Total # of credits at institution:**  |       | **Total # of UBC credits:**  |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University:** |       | Course Dates: |       | to |       |
|  | mm/yy |  | mm/yy |
| **Course Name:** |       | Course Number: |      \_\_\_\_\_ |
| **Transfer from:** | [ ]  WDA [ ]  GEA [ ]  Unclassified studies | [ ]  Other:  |      \_\_\_\_ |
| **Transfer from:** | [ ]  Diploma/degree program | **Program Name:** |  |
| If diploma/degree, **must attach attestation from Registrar/Advising office** that course was not counted toward completion. |
| **Was course pre-approved by G+PS?** | [ ]  Yes [ ]  No **Course level:** [ ]  Graduate [ ]  Undergraduate  |
| **Total # of credits at institution:**  |       | **Total # of UBC credits:**  |       |

**More space on next page.**

**Page 2 – if you need more space, please either use a second form, or attach all the required information.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University:** |       | Course Dates: |       | to |       |
|  | mm/yy |  | mm/yy |
| **Course Name:** |       | Course Number: |      \_\_\_\_\_ |
| **Transfer from:** | [ ]  WDA [ ]  GEA [ ]  Unclassified studies | [ ]  Other:  |      \_\_\_\_ |
| **Transfer from:** | [ ]  Diploma/degree program | **Program Name:** |  |
| If diploma/degree, **must attach attestation from Registrar/Advising office** that course was not counted toward completion. |
| **Was course pre-approved by G+PS?** | [ ]  Yes [ ]  No **Course level:** [ ]  Graduate [ ]  Undergraduate  |
| **Total # of credits at institution:**  |       | **Total # of UBC credits:**  |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University:** |       | Course Dates: |       | to |       |
|  | mm/yy |  | mm/yy |
| **Course Name:** |       | Course Number: |      \_\_\_\_\_ |
| **Transfer from:** | [ ]  WDA [ ]  GEA [ ]  Unclassified studies | [ ]  Other:  |      \_\_\_\_ |
| **Transfer from:** | [ ]  Diploma/degree program | **Program Name:** |  |
| If diploma/degree, **must attach attestation from Registrar/Advising office** that course was not counted toward completion. |
| **Was course pre-approved by G+PS?** | [ ]  Yes [ ]  No **Course level:** [ ]  Graduate [ ]  Undergraduate  |
| **Total # of credits at institution:**  |       | **Total # of UBC credits:**  |       |

If laddering into a master’s program:

|  |  |
| --- | --- |
| **Into which degree program?** | [ ]  MET [ ]  MHPCTL [ ]  MGSC [ ]  MRSc  |

Please attach the following:

[ ]  From the graduate program: academic justification for allowing the transfer credit (course-by-course)

[ ]  Official transcript OR [ ]  Transcript is in eVision system OR [ ]  Course is in SISC

[ ]  Attestation from Registrar/Advising Office (if courses are being transferred from diploma or degree program)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Approval of Research Supervisor: |  |  |  |  |
|  |  |       |  |       |  |       |
| Signature |  | Name (please print) |  | Program |  | Date (yyyy/mm/dd) |
| Approval of Graduate Advisor or Head of the Graduate Program: |
|  |  |       |  |       |  |       |
| Signature (must be different from above) |  | Name (must be different from above) |  | Program |  | Date (yyyy/mm/dd) |
| Graduate Studies use only: |
|  |  |  |  |  |  |
|  | Date of Approval |  | Signature of Associate Director (SAS) or G+PS clerk |  | Processed / notification sent by G+PS clerk |