

Requesting External Transfer of Credit (Exemptions)

Apply for transfer of credits and request to be exempted from courses using the Algonquin College Student Information System, otherwise known as [ACSIS](#).

Note: External exemptions are based upon courses you have previously taken outside of Algonquin College. If you are basing your exemption on a course taken at Algonquin, please view our ACSIS How-To Guides for help applying for Internal Transfer of Credit.

STEP 1

Log in to [ACSIS](#) using your student number.



STEP 2

Select *Transfer of Credit/Exemption* under *Courses*.



STEP 3

Use the following page to determine which type of exemption you are applying for (Internal or External).

Once you are ready, select *Click Here To Continue*.

APPLY FOR A TRANSFER OF ACADEMIC CREDIT (EXEMPTION)**Internal Transfer of Credit (Exemption) - For Studies Completed at Algonquin**

The College recognizes that courses delivered within the College in different programs may lead to essentially the same learning outcomes. With the College assigning an equivalency status to courses, this allows students to receive an internal transfer of credit for identical or equivalent College courses when entering another program of study. Normally, only those courses completed during the last five (5) years will be considered for transfer of credit, excluding General Electives which have no time restriction. For detailed information refer to policy [AA09 – Transfer of Academic Credit \(Internal\)](#).

External Transfer of Credit (Exemption) - For Studies Completed at Other Institutions

The College will award transfer of credit to students for courses completed at other recognized post-secondary institutions, on the basis that the learning outcomes are equivalent and current to the courses within their program of study. Normally, only those courses completed during the last five (5) years will be considered for transfer of credit, excluding General Electives which have no time restriction. A minimum grade of "C" or equivalent is required. For detailed information refer to policy [AA10 – Transfer of Academic Credit \(External\)](#). Prior to processing, each application must be supported by an official transcript, course outline and a payment of \$10.00 per external course credit requested (non-refundable).

Should you have any questions, please visit our webpage [Course Exemptions and Credit Transfers | Registrar's Office \(algonquincollege.com\)](#), with helpful FAQs and a link to book a meeting with the Transfer Credit Specialist, or reach out by email (exemption@algonquincollege.com).

Special Note for International Students

International student may submit applications for transfer of international credits acquired at a recognized post-secondary institution with your official transcripts but may be required to submit a third-party assessment of transcripts if requested. International students should ensure they understand the impact of transfer credits on their student load and reach out to the International Education Centre should they have any questions about the impact to their student status prior to applying for transfer of credit.

OSAP:

Students receiving OSAP should be aware of the possible changes to their eligibility or funding amounts following Credit Transfers. Before requesting a course exemption, please be sure to consult your [Financial Aid Officer](#) to learn of the implications for your OSAP.

[Click Here to Continue](#)

STEP 4

The next page will provide IMPORTANT INFORMATION AND PROCEDURES and TIMELINES.

After reading the information and timelines, click *Agree* to continue. If you click *Disagree*, you will be returned to the ACSIS home page.

INTERNAL AND EXTERNAL TRANSFER OF CREDIT (EXEMPTION) PROCEDURES**IMPORTANT INFORMATION AND PROCEDURES:**

1. This application must be completed in full. Enter the course code and name of the course successfully completed at the academic institution (i.e. Algonquin or other Colleges, Universities, CEGEP, etc.) that is equivalent and that is the basis of your exemption request.
2. The Registrar's Office will automatically process the request for transfer credit if the course(s) appears on the transfer credit database (Table of Recognized Course Equivalencies) based on College approvals previously granted. Where a course has not previously been evaluated for equivalency, the application will be forwarded to the appropriate Academic Administrator.
3. Normally, transfer credit (exemption) will only be granted for courses completed during the last five (5) years, excluding General Electives which have no time restriction. You may submit older courses for review. (A minimum grade of "C" is required for external courses only).
4. Should a student status drop from full-time to part-time, as a result of granted exemptions, they are encouraged to meet with their Program Coordinator or Student Success Specialist to select other courses (if possible) to add to their timetable. A change in status may affect funding from OSAP.
5. Students who request transfer credit after the fourth week of term will have their request processed for the upcoming term. Students should attend classes until a decision has been made regarding the exemption. If an exemption is approved, the student will be withdrawn from the course in question by the Registrar's Office.
6. Credit based on knowledge and skills gained through life or work experience will be evaluated through the Prior Learning Assessment and Recognition (PLAR) Office. For information about PLAR, please call 613-727-4723, ext. 7027.
7. The Registrar's Office may request submission of original documents. If requested, the documents must be received within 10 business days or any granted exemption may be rescinded.

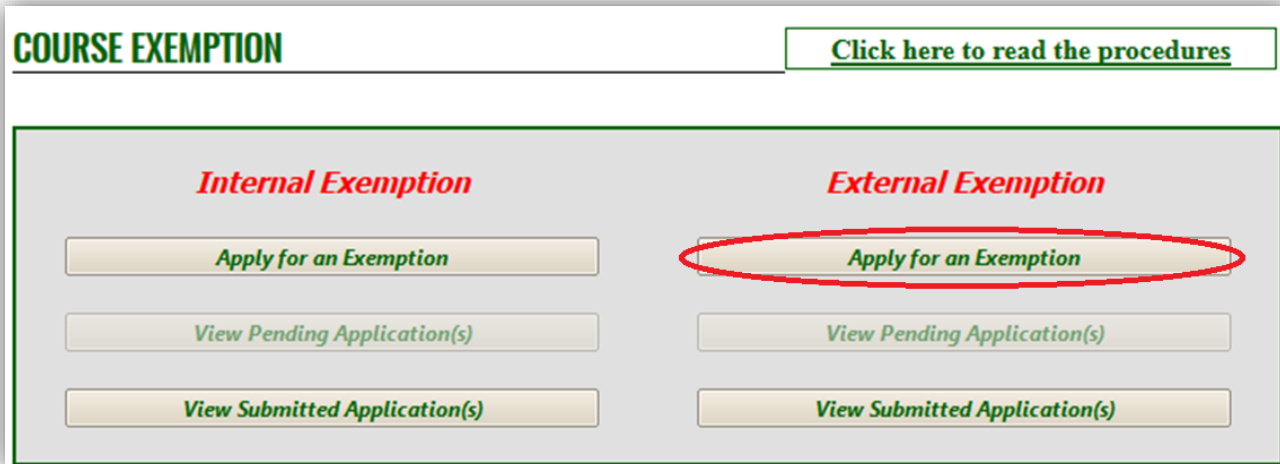
TIMELINES

1. Students who wish to add course(s) to replace the transfer credit granted, must request the transfer credit at least three weeks prior to the start of term.
2. Students must request exemptions for the current term within the first four weeks of term, exemption requests are processed towards the current term; after this time period has passed, approved requests will be posted to the following term.
3. Please allow 3-4 weeks for your credit transfer request to be processed. If you have not heard back within the expected timeline, please contact the Registrar's Office for assistance.

*Agree**Disagree*

STEP 5

Under *External Exemption*, click *Apply for an Exemption*.



Note: You can also select from the following options to check on or complete previous applications:

- *View Pending Applications – Complete/submit an exemption application you had previously started. If you have a pending application, you will not be able to submit the same exemption again and will have to delete the pending application or submit it.*
- *View Submitted Applications. – View the processing status of applications you have already submitted*

If your exemption is based on previous Algonquin College education, you should apply for an Internal Exemption. View our *ACSIS How-To Guides* for help applying for Internal Transfer of Credit.

STEP 6

If you selected to apply for an External Exemption, you will need your official or unofficial transcript and course outline from the other institution in PDF format. If you have more than one basis course, you must merge your course outlines into one PDF.

Select the *Term*, *Program*, and *Campus*. (Some of these items may populate automatically). When done, click *Next*.

EXTERNAL EXEMPTION APPLICATION

Before you begin, you will need the following documents from the other institution:


- **Transcript** (unless Algonquin has one on file)
- **Course Outline**

All documents need to be in **PDF** format.

Program Information

Term *	2020W	
Program Code *	0206X	Culinary Skills
Campus Code *	WO	Woodroffe

 **Back**

Next 

Notes:

- *If you are unable to select your current term, select the next available term instead. If you are reapplying for a previously refused exemption, you will need to select a different term than the one used in your original application.*
- *If you are a part-time online student (course registrant), you will need to declare into a program before you can apply for an exemption; use the Academic Planner on [ACSIS](#). (See our ACSIS How-To Guides for help.)*

STEP 7

Select your *Course Type* (view the image below for explanations of the different course types).

The *Course Number to be Exempted* will then be populated with a drop-down list of courses in your program that belong to that course type. Select the course you would like to be exempted from.

Course Information

Course Type * Core/Mandatory Course
 General Education Elective Course

Course Number to be Exempted *

Core/Mandatory Courses will populate in the highlighted drop-down menu.

Course Information

Course Type * Core/Mandatory Course
 General Education Elective Course

Course Number to be Exempted * **General Education**

General Education Electives will populate with the GENED1/2/3/4/5 to represent the GenEd pools.

*If you need to apply for an English General Elective course you will need to enter a GENED theme and use the "Additional Information" section to state that you wish the basis course to be assessed as an English General Elective.

In the bottom half of the form, you will enter the information for the course you are basing your exemption on (your *Basis Course*). This information should match your transcript and course outline information.

**If your exemption is granted you will be withdrawn from the course. You should remain active in your course until you get your results.*

When you have entered all the required information, select Upload Document.

Institution Type * *Institution Type*

Institution Name * *Institution Name*

Basis Course Number *

Basis Course Name *

Course Date Completed *

Course Hours Completed

Grade Received *

Withdraw me from Course If Granted * *Select*

Additional Information (Optional)

Back **Clear Screen** **Upload Document**

If you made a mistake in a previous screen, click here to go back.

Click here to clear the information and start over.

Click here to move to the next step

*If you would like to use more than one basis course to support your exemption request you should use the “Additional Information” section to add up to two additional courses. You will need to merge all the course outlines together into one PDF in the next step.

STEP 8

Upload a PDF of your transcript from the institution where you completed your basis course.

Upload a PDF course outline/s for your basis course, then click *Review & Pay* to proceed to the next step.

Support Document Information

*** Attachments must be in .PDF format (Mandatory).**

Transcript already on file.

Upload Transcript File *


Select

Upload Course Outline File *

Select

Back **Save & Add** **Review & Pay**



STEP 9

You will be provided with a summary of the application(s) you have saved and have not yet submitted. Use the  button to delete unwanted applications. To add another application, click *Add another Course*. When you are ready, click *Pay & Submit All Records*.

EXTERNAL EXEMPTION APPLICATION - IN PROCESS

Application waiting for your submission ... you can:

- Delete one record at a time.
- Pay and submit all records at once.
- Add another exemption course.

Term	Prog.	Course	Course Title	Basis Course	Basis Course Title	Fee	
2017W	1930X	GENED1	General Education	MAT0001	MANAGEMENT STUDIES	10.00	

← Delete an Application

1 items in 1 pages

Note: Before your exemption request can be processed you must pay the Non Refundable amount indicated below. Once you pay, you will receive Confirmation Emails of your Application and Payment Receipt sent to: jennybuckingham79@gmail.com

Amount To be paid: 10.00 - (Non Refundable)

[← Add Another Course](#) [Pay & Submit All Records →](#)

You will be shown the total amount to be paid. Click *Pay & Submit All Records*

EXEMPTION CHECKOUT

Exemption Fees Balance

Total to be paid: \$20.00

The above total includes HST. Business Number# 106699549.
All prices are in CDN funds.

[Proceed With Payment](#) [Cancel](#)

Note: Your External Exemption request will not be sent for processing until the application fee is paid.

STEP 10

Enter your payment information and click *Pay With Your Credit Card*.

ALGONQUIN COLLEGE Accsis Stage Payment Stage

Review Your Order
Total Amount: CAD 20.00

Pay With Your Credit Card

Cardholder Name Enter name as it appears on your credit card.

Credit Card Number Enter credit card no.

Expiry Date(MMY) Enter Expiry Date (MMYY)

Security Code Present Enter Security Code as displayed on the back of your credit card

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

Secure Payment provided by [E-xact Transactions Ltd.](#)
e-xact
TRANSACTIONS

If the payment processes through successfully, you will be shown a confirmation screen on ACSIS. You will also be sent a confirmation email.

Your application for External Transfer Credit (Exemption) has now been submitted.