

Request to Enroll in a Course at Another Institution

Please fill out one form per course



Name: _____ ID #: _____

Institution: _____ Year the course is being taken: 20__ __ Term: _____

Course Requested (course code/number at that institution): _____ Credits: _____

Program requirement to be met (check all that apply):

foundations breadth major minor first concentration second concentration cognate elective

*Reason for request (continue on back if necessary): _____

(*Normally a student will not be **permitted to take a course at another institution if the equivalent course is offered at King's.**)

TO THE STUDENT:

I understand that my request is subject to all of the following, as well as the Office of Enrolment Management and Registrar approval.

- Normally a student will not be **permitted to take a course at another institution if the equivalent course is offered at King's.**
- Courses must be approved and accepted **in advance** by Registration and Student Finance Office.
- Only students in good standing will be given permission to take courses elsewhere.
- Students will only be granted permission to take courses elsewhere such that the combination of King's and the external courses does not exceed a normal course load unless permission for a course overload is received
- You are responsible for having official transcripts forwarded. Courses taken elsewhere are not credited for King's programs until transcripts are received and evaluated. **Courses and institutions cannot be substituted for those listed here.**
- Only courses with a grade of C- (Alpha 4.00 Grading Scale) or better will be considered for transfer credit in the area of concentration (first or second), major or minor and only courses with a grade of D (Alpha 4.00 Alpha Scale) or better will be considered for transfer credit in all other cases. (see the Transfer Credit section of the Calendar)
- *For students planning on graduating this academic year.* Students completing courses elsewhere to meet graduation requirements must submit final transcripts by November 30 for January conferral or March 31 for May conferral. Students submitting final official transcripts (mailed to us directly by the institution) after the deadline will not be permitted to participate in the Graduation Convocation and will need to reapply for degree conferral in the following year.

Please check your advisor report (<http://registry.kingsu.ca>) or consult with your advisor and confirm the following:

- a maximum of 60 credits (9 credits for the B.Ed. program) will be accepted for transfer to apply to a King's degree
- at least 18 of your last 30 credits will be from King's
- at least 50% of your major/first concentration and minor/second concentration requirements will be from King's
- the allowable number of junior-level credits will not be exceeded
- the course(s) are relevant to your program.
- the course(s) are not of a professional or restricted denominational nature

Student's Signature: _____ **Date:** _____

Do you need a Letter of Permission for the other institution: No Yes

If Yes, Pick-up at Student Mailbox **OR** Fax _____ **OR** Mail to the following:

Name of individual or institution: _____

Address: _____ City: _____ Prov: _____ Postal Code: _____

Please submit this form to the Office of Enrolment Management and Registrar.

Decision: Approved Denied Comments: _____

Registry Officer: _____ Date: _____