

TRANSFER CREDIT APPLICATION FORM (UNB/Humber Bachelor of Nursing)**Personal Information**_____
Student Number_____
UNB Program Name/Stream and Program Number_____
Last Name_____
First Name_____
Date of Birth (dd/mm/year)(____)_____-_____
Contact Telephone Number_____
Email Address

I am applying for transfer credit for the following UNB/Humber Course (one course per form):

UNB/Humber Course Name: _____ UNB/Humber Course Number: _____

I am submitting the following course documentation for consideration:

Course Completed: _____

Course Number: _____ Grade Earned: _____

University Name: _____ Term/Year Course Taken: _____

Student Signature: _____

Date: _____

*Office of the Registrar Use Only*Database: Approved: Not Approved:

Date: _____

Registrar's comment (if required): _____

*Academic School Use**Only Recommended:*Yes No _____
Humber Reviewer – Associate Dean Signature Date

Comment/Reason: _____

Yes No _____
Associate Dean Health Sciences Signature Date

Comment/Reason: _____

Yes No _____
UNB Assistant Dean Signature Date

Comment/Reason: _____

To be completed by the authorizing school

Authorization to load this transfer credit to the Humber database for automatic processing

Yes No

Minimum grade required: _____ %

If co-requisite is required to qualify for exemption, please provide course numbers _

TRANSFER CREDIT APPLICATION FORM

Please read all of the details below prior to completing the transfer credit form.

1. Supporting Documentation

- a. All transfer credit applications must be accompanied by an official transcript and a detailed course outline. Brief calendar descriptions are not sufficient. **Applications without the course outlines will not be processed.**
- b. All international transcripts and course outlines must be translated and evaluated (course by course) by World Education Services – www.wes.org/ca

2. Minimum Requirements

Students must have completed degree level courses at a recognized postsecondary institution and achieved a minimum grade of 'C' or equivalent.

Note: certain diploma level courses may be considered - a minimum grade of 'B' / 75% is required for consideration.

Courses used for submission must have been completed within the following dates:

- General electives (including Statistics)/Biosciences – within the last *10* years
- NURS courses – within the last 5 years

3. Transfer Credit Process

- a. **The charge for processing transfer credits is \$25.00 for one course, \$50 for two courses, and \$75 for three or more courses when submitted at the same time. The processing charge is non-refundable regardless of the result of the application.**
- b. All transfer credit applications must be received in the Office of the Registrar by the **program specified due date.**

| | |
|--|--------------------------------|
| Bachelor of Nursing – Regular | June 1st |
| Bachelor of Nursing – Second Entry | October 31st |
| RPN to Bachelor of Nursing – Six Bridging courses | October 31st |
| RPN to Bachelor of Nursing – Core courses | June 1st |

- b. Any transfer credit submitted after the due date will **not** be processed under **any circumstance.**
- c. All transfer credits for **the entire program** must be submitted at one time (one course per form).
- d. Once your transfer credit application and supporting documentation is submitted, it will be logged onto your student record and sent to the appropriate department for review and assessment. This process could take a minimum of three to four weeks.
- e. Results can be viewed on your MyHumber account.

4. Following the Assessment

If you are granted a transfer credit, you may be permitted to take a replacement course of equal credit in that term. You must take a replacement course that is scheduled for that term and is part of your curriculum. Should you decide to take a replacement course, you must meet with your Program Coordinator to see if there are any courses that you may be eligible for. If so, your Program Coordinator will complete a Student Action Form (SAF) and submit it to the Records Department in the Office of the Registrar. Replacement courses must be added before the fifth day of classes or at the discretion of the Program Coordinator. You cannot carry over credits from one term to the next.

If the approved course is in a future semester, you are required to contact the Office of the Registrar to remove the course from your timetable if applicable.

Humber is committed to respecting your privacy and protecting your personal information. In accordance to Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may be also contacted by ministry – or college – authorized third parties for your voluntary participation in surveys to evaluate student and graduate experience and outcomes. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information Coordinator, 205 Humber College Boulevard, Toronto, ON M9W 5L7, 416.675.622 ext. 4520