

TRANSFER CREDIT APPLICATION FORM (UNB/Humber Bachelor of Nursing)
Personal Information

 Student Number

 Program Name and Program Number

 Last Name

 First Name

 Date of Birth (dd/mm/year)

 (____)_____-_____
 Home Telephone Number

 (____)_____-_____
 Alternate 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: _____ Date 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 _____

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.

 Method of payment: Certified Cheque Debit Visa MasterCard

 Total Amount Paid: \$25.00 \$50.00 \$75.00

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.

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

- General Electives – within the last 10 years
- Biosciences – within the last 7 years
- NURS courses – within the last 3 years

3. Transfer Credit Process

- a. 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 31 st
RPN to Bachelor of Nursing – Six Bridging courses	October 31 st
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. While waiting to hear the results, you should continue to attend classes. 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.