

## Request for permission to take courses at another institution for transfer of credit to Keyano College

LAST NAME (LEGAL) <small>*</small>	FIRST NAME (LEGAL) <small>*</small>	STUDENT ID # <small>*</small>	
FORMER NAME (IF APPLICABLE)	PROGRAM NAME <small>*</small>	ACADEMIC YEAR <small>*</small>	
SEMESTER(S) IN WHICH COURSES ARE TO BE COMPLETED (YEAR/TERM) <small>*</small>	START DATE <small>*</small>	END DATE <small>*</small>	COLLEGE/UNIVERSITY YOU PLAN TO ATTEND <small>*</small>

Will you be enrolled in classes at Keyano College while taking the class (es) listed below?  Yes  No

### Reason for taking class at another institution:

- Keyano College class is full this term
- Class not offered at Keyano College this term
- Scheduling conflict

Living outside the local area this term

Other: \_\_\_\_\_

### Eligibility

- You must be registered in a credit program at Keyano College and be in good academic standing (excluding open studies students).
- You must not owe money to Keyano College.
- You must not have exceeded the limit on transfer credits. See Residency Requirements in the Credit Calendar.
- The course at the other institution must be acceptable for transfer to Keyano College.
- If an equivalent class is available at Keyano College, approval may not be granted.

### Procedure

- Submit this form with course descriptions, to the Office of the Registrar at Keyano College before enrolling at the other institution.
- If the class is approved, two signed copies of the form will be returned to you. You must send one copy to the other institution. The other copy is for your records. You will receive written confirmation through your keyanomail account.
- Once you have completed the course, ask the other institution to forward an official transcript to the Office of the Registrar at Keyano College. You will need to receive a C+ or higher for BSCN and PN courses/C- or higher for all other courses.

### Potential Graduates

- If this is your last class before graduation, you should be aware that graduation may be delayed. If you have not already done so, please submit an Application for Graduation.

### For Office Use Only

Course(s) To Be Completed At Other Institution	Equivalent Keyano College Course(s)

**Request must be submitted with course outlines of the courses listed above.**

STUDENT SIGNATURE	DATE
CHAIR APPROVAL	DATE

Office of the Registrar Use Only			
APPROVED BY		DATE	
RECEIVED BY	DATE	PROCESSED BY	DATE

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.