Instructions

- Submit requests for advanced credit to the Office of the Registrar **AFTER** you have been accepted or conditionally accepted to your program.
- A **separate request form** is required for <u>each</u> course you are requesting.
- Requests which are incomplete or that do not comply with the requirements listed below will <u>not</u> be reviewed.
- There is no fee for an Advanced Credit Request.

Requesting Advanced Credit – Requirements and Information

Please Note: In the event of disagreement between this form and the credit calendar, the credit calendar is followed.

1. **OFFICIAL TRANSCRIPTS** – Course work must be successfully completed at an accredited post-secondary institution and relevant to the program that you are enrolling/enrolled into. You must have **official transcripts** of any previous education **sent directly to the College from the issuing institution** before advanced credit will be considered. Transcripts must be submitted in English. You are responsible for submitting certified English translations if required. For more information about official transcript submission, see Transcripts at www.Keyano.ca.

2. **RESEARCH** – Before you submit your advanced credit request, research course equivalencies. You can find Keyano College course descriptions under Credit Calendar at www.keyano.ca/CreditCalendar. You can also research official external advanced credit agreements by visiting www.transferalberta.ca.

3. **COURSE OUTLINES / SYLLABUS** – A course outline/syllabus is required for evaluation of advanced credit. You must provide **the complete outline for each course**; short program calendar descriptions are not sufficient. The course outline must be from the time when you took the course, or you must provide verification from the school that the learning outcomes did not change. Outlines must be in English and you are responsible for having certified translations provided. This is not required for Keyano College courses.

4. **DEADLINE** –
   - Recommended: Requests for advanced credit should be submitted at least **one month before the start date of the term** in which the course you are requesting credit for is scheduled. Late requests, especially those received after the term has started, may result in academic and financial penalties based on the date that the advanced credit request was received by the Office of the Registrar.
   - Last day to submit: Requests for advanced credit for courses a student is currently enrolled in must be submitted to the Office of the Registrar **by the DROP deadline** of that semester. The official academic schedule is available at www.keyano.ca/en/programs-and-courses/academic-schedule.aspx .

5. **REVIEW TIME** – An advanced credit review can take 4-12 weeks once all required documents are received. Once you are admitted to your program, we strongly recommend that you immediately apply for advanced credit to avoid any academic or financial penalties. We do **not** recommend that you drop courses from your timetable until you have been notified that credit has been awarded. If for some reason credit is denied, you may not be able to be reinstated in the course.

6. **GRADES** – For advanced credit to be awarded, **the minimum progression grade required is a C- or 60%.** Credit will not be considered for courses for which your grade is in progress, incomplete, failed, or for which advanced credit was awarded by another institution.

7. **RESIDENCY** - The amount of advanced credit awarded is limited to **50% of the credit load** within a certificate or diploma program at Keyano College. You will be notified when maximum credit has been reached. Be aware that the amount of advanced credit you are awarded could affect your full-time status in any given term, and furthermore, affect any funding you may be receiving based on full-time status

8. **SHELF LIFE** – All courses are subject to time limitations for awarding advanced credit, as up-to-date knowledge and skills are essential to student success. Five years is the standard shelf life for a program's discipline-specific subjects (e.g. Nursing, including Anatomy and Physiology courses), and 10 years is the standard shelf life for more general courses (such as English or Psychology). Keyano College reserves the right to determine the shelf life, and these requirements may vary by faculty. Shelf life is based on the term/year a course was completed, not when the program was completed.

9. **FINAL DOCUMENTATION** – Once the review is completed, advanced credit will be posted to your transcript with a grade of CR, and you will receive notification via your Keyano student email account (keyanomail). Once posted, you can view approved advanced credit through your Self Service account. Check your Keyanomail and Self Service accounts on a regular basis for updates.

10. **APPEALS** – If you wish to appeal an advanced credit decision, your appeal must be made in writing to the Office of the Registrar within 30 days of when the results are posted. You must provide sufficient reasons as to why advanced credit should be reconsidered. Appeals beyond the 30-day timeline will not be considered. Any decisions in regard to the appeal are final.

ADVANCED CREDIT REQUEST

Email completed form to: Registrar@keyano.ca

PERSONAL INFORMATION

LAST NAME / SURNAME (LEGAL)	FIRST NAME / GIVEN NAME (LEGAL)	KEYANO STUDENT ID#
STUDENT PHONE #	**KEYANO PROGRAM (Accepted/Enrolled)**	**TERM ENROLLED** (e.g. Fall 2017)

REQUEST ADVANCED CREDIT (1 course per form)

NAME OF PREVIOUS INSTITUTION ATTENDED

NAME OF PREVIOUS COURSE TAKEN (Include the course code) – **1 course per form**	TERM/YEAR COURSE WAS TAKEN	FINAL GRADE RECEIVED

FOR WHICH KEYANO COURSE ARE YOU REQUESTING CREDIT? (Indicate the Keyano course & code)
Full course listings are available in the Credit Calendar www.keyano.ca/Academics/CreditCalendar

STUDENT CHECK LIST: Please ensure you have completed the following.

☐ I have requested that official transcripts to be sent directly to Keyano College.

☐ I have indicated which Keyano course I am requesting credit for.

☐ I have attached the detailed course outline / syllabus (not required for Keyano College courses).

PLEASE NOTE: Any incomplete forms will not be process and returned to the student.

Your signature below indicates you have read and understand the FOIP statement above, and the requirements for requesting advanced credit.

STUDENT SIGNATURE	DATE

Chair's Use Only

☐ Request Approved   Equivalent Keyano College Course: _____

☐ Request Denied

Reason for Denial:
Please provide a detailed explanation for denying Advanced Credit. If more space is required, please attach an additional sheet.
This information will be included in the student's notification letter.

CHAIR SIGNATURE	DATE

For Office Use Only

REGISTRAR'S SIGNATURE	DATE	
PROCESSED BY	DATE	LETTER SENT YES ☐ NO ☐

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Toll Free 1.800.251.1408 | Telephone 780.791.4801 | E-Mail registrar@keyano.ca
www.keyano.ca/forms

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