

### PLEASE READ CAREFULLY

- All requests must be supported by an official transcript. If you are registered in the course for which you are requesting transfer credit/substitution/exemption/prior learning assessment, attach a completed Registration/Course Change Form. If approval is granted, you will then be withdrawn from the course.
- Approved requests are relevant at Capilano University only. Other institutions to which you transfer have the option to evaluate your credits differently.
- Please check the Capilano University calendar for specific information on transfer credit/substitution/exemption/prior learning assessment.

### PERSONAL INFORMATION

NAME	STUDENT NUMBER
MAILING ADDRESS	DAYTIME PHONE NUMBER
	PROGRAM OF STUDY
SIGNATURE	DATE

### TRANSFER INSTITUTION INFORMATION

#### INSTITUTION NAME

- TRANSCRIPT ATTACHED
  TRANSCRIPT PREVIOUSLY SUBMITTED
  TRANSCRIPT REQUESTED/EN ROUTE

### COURSE INFORMATION

### EVALUATOR'S SECTION

COURSE COMPLETED	COURSE TITLE	CR HR	YEAR TAKEN	GRD	COURSE REQUESTED	CR HR	REQUEST TYPE*	APPROVED? (Y/N)	EVALUATOR (PRINT NAME)	EVALUATOR'S SIGNATURE**
*REQUEST TYPE:	T – TRANSFER CREDIT		S – SUBSTITUTION		E – EXEMPTION			PLA – PRIOR LEARNING ASSESSMENT		

### \*\*INSTRUCTIONS TO EVALUATORS: If a request is not approved, please list the reason(s) here.

COURSE COMPLETED	REASON(S) FOR DENIAL OF REQUEST

### REGISTRAR'S OFFICE USE ONLY

REGISTRAR'S OFFICE APPROVAL BY:	
DATE ENTERED/BY:	
DATE COPIED TO STUDENT/BY:	