



Eligibility:

- You must be registered in a degree program at UPEI and in good academic standing.

Procedure

- Submit form to each applicable department chair, where courses will be assessed for equivalency.
- Submit form to Registrar’s Office for institutional evaluation and final approval.
- Once you have completed the course(s), please have the institution forward your official transcript back to UPEI for credit assessment. *Grades below 60% equivalency may not qualify for transfer credit. **All transfer credits are awarded a “P” (Pass).
- Grades must be received by the grading deadline if student has applied to graduate for that term.

Name _____

Student ID _____

UPEI Email _____

Phone _____

Current Program _____

Host University Name _____

Exchange

Host University Email _____ (a copy of this form will be sent to this institution)

Start Date _____ End Date _____ (permission will be valid for these dates only)

Fall (Sept – Dec) Winter (Jan – Apr) Summer (May- Aug)

Course(s) Requested	Semester Hours of Credit	Online/ Distance	UPEI Equivalent Course	Equivalency confirmed by department Chair	Dean’s Approval (if required)
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Student Signature _____

Date _____

REGISTRAR’S OFFICE APPROVAL:

Registrar (or Designate) _____

Date _____

Permission is granted to complete the course(s) indicated, for transfer credit toward UPEI degree requirements.

Notes/Conditions: _____

For office use only: Completed Not Used Replaced Partially Used

Letter of Permission Completion Date _____

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that *Act*. It will be used for the purpose of approving a UPEI student to take courses at another university. Direct any questions about this collection to: Registrar, University of Prince Edward Island, 550 University Avenue, Charlottetown, PE C1A 4P3 902-566-0439