

**University of British Columbia
Department of Civil Engineering**

TRANSFER CREDIT / COURSE EXEMPTION REQUEST

This form should be used to request approval of transfer credits (MEng, MASC) or course exemptions (PhD). It should be signed by the Supervisor or Specialty Advisor and submitted as a pdf to gradsupport@civil.ubc.ca. Please append a copy of the transcript(s) that are used as a basis for requesting the transfer credits / course exemptions.

Please note the following: For the MEng/MASC, transfer credits for a maximum of 12 credits of coursework taken prior to or after admission to the current program may be granted. The courses cannot have been used to satisfy the requirements of another credential; they cannot have been used as a basis for admission to the current program; they must have been taken within five years of admission to the current program; and a standing of a least 74% must be obtained in the relevant courses. For the PhD program, exemptions may be granted for a maximum of 18 credits of coursework taken after the Bachelors degree for courses with a standing of at least 74%. [There is no requirement that UBC course numbers be identified on this form.]

Form completion date: _____
Student Name: _____
Student Number: _____
Program: _____ (MEng / MASC / PhD)
Specialization: _____
Program start date: _____
Supervisor / Advisor: _____

I request approval of the following courses for: transfer credit (MEng, MASC); or for granting credit exemption (PhD). I confirm that the relevant requirements have been satisfied.

Institution Course No. & Title: _____
Summary description: _____
Institution: _____ Institution credits: _____ Equiv. UBC credits: _____
Grade (% or letter): _____ Course completion date: _____ Equiv. UBC year level: 3/4; 5

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Summary description: _____
Institution: _____ Institution credits: _____ Equiv. UBC credits: _____
Grade (% or letter): _____ Course completion date: _____ Equiv. UBC year level: 3/4; 5

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 Summary description: _____
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 Grade (% or letter): _____ Course completion date: _____ Equiv. UBC year level: 3/4; 5

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 Summary description: _____
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 Grade (% or letter): _____ Course completion date: _____ Equiv. UBC year level: 3/4; 5

Institution Course No. & Title: _____
 Summary description: _____
 Institution: _____ Institution credits: _____ Equiv. UBC credits: _____
 Grade (% or letter): _____ Course completion date: _____ Equiv. UBC year level: 3/4; 5

Institution Course No. & Title: _____
 Summary description: _____
 Institution: _____ Institution credits: _____ Equiv. UBC credits: _____
 Grade (% or letter): _____ Course completion date: _____ Equiv. UBC year level: 3/4; 5

Total credits: _____ year level 3/4; _____ year level 5

Specialty advisor / supervisor: _____

Date: _____

Graduate Advisor approval: _____

Approval date: _____