

# Transfer Credit Pre-Approval

Version 15

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To receive permission to take an equivalent course at another recognized postsecondary institution and guarantee recognition of that credit in your Seneca program, you must:

1. Log in to [Student Home](#).
2. Select "Academic Records."
3. Select "Transfer Credit Options."
4. Go to "Transfer Credit Pre-Approval."

Students must take their general education or liberal studies course requirements at their home institution (Seneca) unless a unique circumstance can be identified by the student on the Transfer Credit Pre-Approval application.

Current Seneca students who have completed a course at another institution for transfer credit purposes, who did not obtain pre-approval, are subject to the Transfer Credit Pre-Approval retroactively.

**Please note:** a non-refundable fee of \$39.55 (HST included) applies for each course requested.

## Eligibility Requirements

To be eligible for [transfer credit](#) pre-approval:

- the residency requirement where at [least 25 per cent of all program requirements must be successfully completed at Seneca](#) must be met
- the visiting institution must be an accredited and or recognized postsecondary college or university
- the student account must be in good standing (no fees owed to Seneca)
- the student has not already received credit for the course being requested for pre-approval consent
- the course being requested must be a graded course (a letter or number grade);

however, courses graded as satisfactory/unsatisfactory may be considered only if they correspond to the grading scheme for the equivalent Seneca course

**Please note:** completion of prerequisite requirements may be taken into consideration during the application review process.

## Approved Requests

If approved, confirmation of the terms of your pre-approval will be sent to your Seneca email account. You will also be notified if your pre-approval request is declined.

Upon successful completion of the approved course, you must provide an official transcript to the Office of the Registrar no later than one month after the end of any term (fall term – Jan. 31, winter term – May 31, summer term – Sept. 30). It is recommended that transcripts be sent electronically directly from the visiting institution to [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca).

Seneca's Freedom of Information and Protection of Privacy Act [personal information collection notice](#).

tags : transfer-credit