

Transfer Credit Pre-Approval

Version 10

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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.

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

Eligibility Requirements

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

- students must be in good [academic standing](#) (a GPA of 2.0 for diploma and certificate programs; 2.5 for degree programs)
- courses must be those that are not be available for enrolment at Seneca
- 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 postsecondary Ontario college or university
- students in an accelerated program are not eligible for pre-approval requests
- students in first semester are not eligible for pre-approval requests
- 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)

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.

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

tags : transfer-credit