



## Minerva Transfer Credit Assessment Form

The Minerva Transfer Credit Assessment Form **must be completed** by all McGill students completing courses at another university as part of an approved [McGill Exchange](#) or an [Independent Study Away](#) to a school that appears on our [list of approved institutions](#) grouped by continent.

To access the Minerva Transfer Credit Assessment Form, log on to Minerva and navigate to: Student Menu > Student Records Menu > Exchange/Study Away Menu. Instructions specific to your Study Away experience can be found under **Transferring Credit, Process for Transferring Credit**.

For instructions on how to complete the Minerva Transfer Credit Assessment form, select the word “HELP” in the upper right hand corner of the Minerva screen or follow the instructions provided on the attached link. (See [http://www.is.mcgill.ca/whelp/sis\\_help/Transfer\\_CreditForm\\_student.htm](http://www.is.mcgill.ca/whelp/sis_help/Transfer_CreditForm_student.htm))

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## Transfer Credit Assessment

**Host Institution** Canada/Carleton University **Term** Summer 2018

**Note:** Make sure to **Save** any changes you've made below before you click **Search**. Otherwise, those changes will be lost.

If you can't find the course you're looking for, [submit a new course equivalency request](#).

**Course:** External

External Course <sup>?</sup>			McGill Equivalent Course <sup>?</sup>		Student	Transfer Course <sup>?</sup>		Approval Staff			
Del ID	Course	Weight Online? * *	Course	Type *	Comments	Course*	Type*	Applied Del Credits *	Pgm	Fac	Comm

If the course you want to take is approved on the [Course Equivalency System](#), you can add the course to your Minerva Transfer Credit Assessment Form by clicking on the 'add' button.

**NOTE:** You will not be able to edit specific course information or delete a course you have added to the Minerva Transfer Credit Assessment Form **after the approval process has begun for that course.**

Arts OASIS must be informed by [email](#) of any changes made to the courses on your Minerva Transfer Credit Assessment Form **after the approval process has begun for that course.**

If the course does not appear on the [Course Equivalency System](#), please read the information under **Transferring Credit, McGill Course Equivalency** for an explanation of this process. Instructions specific to your Study Away experience can also be found under **Transferring Credit, Process for Transferring Credit.**

## WHILE ON STUDY AWAY

Once you register for courses at the host university, the Minerva Transfer Credit Assessment Form **must accurately** reflect the courses you are registered for at the host university by the deadlines below.

### Minerva Transfer Credit Assessment Form Deadlines

Study Away Semester	Minerva Transfer Credit Assessment Form must be updated to reflect courses that will be completed and recorded on the official transcript	Final official transcript must be received by
Winter	April 15	August 15
Summer	Concurrent with application	December 15
Fall	November 15	April 1

**NOTE:** A Registrar's Hold may be placed on your record **if your Minerva Transfer Credit Assessment Form does not accurately reflect the courses you are registered for at the host university or if your final official transcript is not received** by the deadline you have been given.

This hold will prevent you from making changes to your student record or ordering official transcripts on Minerva. Furthermore, you [may be charged a fee](#) for any changes that need to be made to your student record after government reporting deadlines have passed.

## UPON COMPLETION OF STUDY AWAY

Once McGill receives an official transcript of completed studies (including course numbers and individual final grades) directly from the host school to McGill’s Enrollment Services, the Minerva Transfer Credit Assessment Form will be verified to ensure that the courses on the official transcript match the courses on the Minerva Transfer Credit Assessment Form. Please read the information under **Transferring Credit, Transcript from host school** for an explanation of this process.

**EXAMPLE**

**Official transcript must match courses on Minerva Transfer Credit Assessment Form**

CRS CODE	TITLE
ANT215H5	How Should One Live? An Introduction to the Anthropology of Ethics
ENG275H5	Feminist Approaches to Literature
PHL271H5	Ethics and the law
SOC317H5	Shopping and Society

**Example of Completed and Approved Minerva Transfer Credit Assessment Form**

SOC317 Shopping and Society	3	N	SOC3XX Sociology (Arts) 3XX	Elective	SOCI	3XX	Elective	0		Y
ANT215 How should one live? Anthropology of ethics	3	N	ANTH3XX Anthropology 3XX	Elective	ANTH	3XX	Elective	0		Y
ENG275 Feminist Approaches to Literature	3	N	ENGL3XX English (Arts) 3XX	Elective	ENGL	3XX	Elective	0		Y
PHL271 Ethics and the Law	3	N	PHIL348 Philosophy of Law 1.	Elective	PHIL	348	Elective	0		Y

The course(s) on your Minerva Transfer Credit Assessment Form will not be **Faculty Approved** or receive **Overall Approval** until:

- 1) McGill receives an official transcript of completed studies (including course numbers and individual final grades) directly from the host school to McGill’s Enrollment Services.
- 2) Your Minerva Transfer Credit Assessment Form accurately reflects the courses you took at the host university as per the example. Please read the information under **Transferring Credit, Transcript from host school** for an explanation of this process.

**Overall Approval (SAO Only)**

Type	Approved
Faculty	Y

**Overall Approval (SAO Only)**

Type	Approved
Faculty	Y

**IMPORTANT:** The courses entered on the Minerva Transfer Credit Assessment Form will be approved as **ELECTIVE CREDIT ONLY**.

**PROGRAM REQUIREMENT APPROVAL**

If you would like to use the course you are planning to take or have taken at another university to meet a program requirement (e.g., towards an honours, faculty, major or minor concentration), you will need department approval. It is your responsibility to contact the [department](#) that administers the program of study and follow the program audit procedures explained on their website. Please read the information under **Transferring Credit, Program Requirement Approval** for an explanation of this process.

**NOTE: The Program Requirement Approval process is independent of the Minerva Study Away application process.**

If a French-as-a-Second-Language course has been taken at another university, you must take a post-test at McGill's French Language Centre upon your return and the result of the post-test must be received by [Arts OASIS](#) before transfer credit can be assessed. You must follow the instructions on this website to complete the Post-test. (See <https://www.mcgill.ca/flc/registration/placement-tests>)

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