

# The Mico University College



## Application for Exemption / Transfer of Credits (Undergraduate)

A student who transfers from a tertiary level institution may apply for an exemption or to transfer credit(s)

Please read overleaf for details

### SECTION I – Student's Personal Information

NAME OF APPLICANT: \_\_\_\_\_

ID NUMBER \_\_\_\_\_ YEAR \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

APPLICATION FOR :                      EXEMPTION                       TRANSFER OF CREDIT(S)

### SECTION II – Information and Documents provided from Previous Institution

PREVIOUS INSTITUTION \_\_\_\_\_

PREVIOUS PROGRAMME \_\_\_\_\_

INDICATE THE DOCUMENTS PROVIDED:                      TRANSCRIPT                       COURSE OUTLINES                       OTHER

If Course outlines provided - Indicate number \_\_\_\_\_

If Other documents provided – State documents \_\_\_\_\_

### SECTION III – Current Department / Programme / Course

DEPARTMENT \_\_\_\_\_

PROGRAMME \_\_\_\_\_

COURSE NAME: \_\_\_\_\_ COURSE CODE: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

### SECTION IV – OFFICIAL USE

TRANSFER OF CREDIT                       EXEMPTION WITHOUT CREDIT                       EXEMPTION WITH CREDIT

EXEMPTION WITHOUT CREDIT NAME REPLACEMENT COURSE \_\_\_\_\_

EXEMPTION WITH CREDIT: COURSE: \_\_\_\_\_ CREDIT: \_\_\_\_\_ LEVEL: \_\_\_\_\_ GRADE: \_\_\_\_\_

INDICATE CREDIT WORTH AND GRADES: COURSE: \_\_\_\_\_ CREDIT: \_\_\_\_\_ LEVEL: \_\_\_\_\_ GRADE \_\_\_\_\_

TOTAL CREDITS: \_\_\_\_\_

INDICATE ADEQUACY OF COURSE CONTENT COURSE: \_\_\_\_\_

COURSE: \_\_\_\_\_

ADDITIONAL CREDITS REQUIRED

YES

NO

If Yes indicate Course(s) and Credit(s) below:

COURSE: \_\_\_\_\_ CREDIT: \_\_\_\_\_

COURSE: \_\_\_\_\_ CREDIT: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Coordinator/Head of Section*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Head of Department*

\_\_\_\_\_  
*Date*

DEAN'S RESPONSE                      RECOMMENDED                       DENIED

REASON FOR DENIAL \_\_\_\_\_

\_\_\_\_\_  
*Signature of Dean*

\_\_\_\_\_  
*Date*

REGISTRAR'S RESPONSE                      APPROVED                       DENIED

\_\_\_\_\_  
*Signature of Registrar indicating Approval*

\_\_\_\_\_  
*Date*

(Please affix stamp)

## **EXEMPTION AND TRANSFER OF CREDITS**

Students who transfer from another tertiary level institution may apply for exemption and/or transfer of credit(s). This application must be made within three (3) weeks of registration through the Dean of the Faculty to the Registrar. In applying the student must submit in advance of acceptance, transcripts of all previous work done at the tertiary level.

**These original transcripts must be sent directly from the institution at which the work was completed.**

### **The Application Process**

1. The application forms can be collected from the Office of the Dean
2. The student must complete fully Sections I, II and III of the Application Form, sign and date the form
3. The form must be returned to the Office of the Dean or Head of Department.
4. The Dean in collaboration with the Head of Department, in which the student is registered, will evaluate the information provided. The course(s) for which exemption / transfer of credits was being sought shall be reviewed using the Course outlines, and shall consider the adequacy of the course content, the level of the course, the credit worth of the course and the grade achieved by the student. The Dean shall also route the form through the various offices for "sign off".
5. The Dean shall recommend the application for approval or denial and afterwards shall route the form to the Office of the Registrar.
6. The Office of the Registrar shall review the information provided and approve or deny the application. The form with the approval or denial shall be placed on the student's file, and the student shall be given a copy of the form with the approval or denial.

### **The following should also be noted**

- The student must
  - Meet all the admission requirements for the programme in which she/he intends to enrol.
  - Be in good standing at the institution last attended.
  - Have an official transcript sent directly from that institution
  - Provide course outline(s) of course(s) for which exemption(s) is/are being sought, as well as, grading scheme along with the application
- The grade obtained for the course(s) being considered for exemption / transfer of credits, shall not be lower than 60%
- The number of years that have elapsed since the achievement of the qualification shall not be more than five.
- The appropriateness of the qualification received shall be in keeping with the student's course of study.
- Any exemption requested shall be relevant to the course being offered.

**Diploma students must complete a minimum of 60 credits, and all other undergrad students must complete a minimum of 130 credits, to receive certification from the Mico University College.**

**N.B. Any course that has already been used for matriculation purposes, will not qualify for further exemptions.**