



## Application for DC Equivalent Subject Credit

Oshawa Campus  
 Office of the Registrar  
 2000 Simcoe Street North  
 Oshawa, ON L1H 7K4  
 Tel: 905.721.3000  
 Fax: 905.721.3113

Whitby Campus  
 Office of the Registrar  
 1610 Champlain Avenue  
 Whitby, ON L1N 6A7  
 Tel: 905.721.3300  
 Fax: 905.721.3361

There is a fee of \$15.38 per subject payable upon submission

Name	Student Number
Phone Number	E-Mail Address
Program	Year      One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/>

DURHAM COLLEGE COURSE CODE (Current)	EQUIVALENT SUBJECT CODE (Previous Course Taken)	INSTITUTION WHERE COURSE WAS TAKEN	YEAR TAKEN	FINAL MARK (Minimum 60% Required)

Make the information below for payment by credit or debit card.

MasterCard     American Express     VISA     Debit Card     Cash

Card Number	Expiry	Date
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1. **Official transcript** of grades must be attached. ← IMPORTANT
2. **Course outline** must be attached.
3. In order for credit to be granted, the course must have been taken within the past four years.
4. Some courses require a higher pass mark than 60%. Students are advised to check course requirements prior to applying for credit.
5. Students must continue attending classes until course approval has been processed by the Office of the Registrar.
5. Confirmation of course credit approval must be picked up at the Office of the Registrar within two weeks of the application date. (Confirmation of course credit approval for Continuing Education students will be mailed.)

FOR STAFF USE ONLY		
CRN	APPROVE/DENY (please indicate)	INITIAL
COMMENTS		

Student's Signature	Date
Received by Office of the Registrar	Date
Sent to School Office	Date
Processed by School Office	Date
Dean or Associate Dean Signature	Date
Processed by Office of the Registrar	Date

In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31*, this is to advise you that the personal information on this form is collected under the legal authority of the *Ontario Colleges of Applied Arts and Technology Act, 2002* and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction).

If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information Coordinator, Director, Human Rights and Benefits, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.2000, extension 2223.

Sep 2009