CCE CERTIFICATE/DIPLOMA ELECTIVE TRANSFER REQUEST

GENERAL INFORMATION

• Successful completion of an approved Certificate or Diploma offered by the McMaster Centre for Continuing Education (CCE) can be used to satisfy between 15-21 units of electives toward the Basic or Post-RPN Stream of the BScN Program. A complete list of approved CCE Certificates and Diplomas can be found on the application form (page 2) and in the Undergraduate Calendar: http://academiccalendars.romcmaster.ca/content.php?catoid=18&navoid=3214. Further information about the Certificate and Diploma programs, including information on program availability, fees, and enrollment deadlines can be found on the CCE website - https://www.mcmastercce.ca/.

• Students must successfully complete the entire Certificate (typically 5 courses) or Diploma (typically 8 courses) to receive transfer credit toward their elective requirements. Students who complete individual CCE courses but who do not earn a Certificate or Diploma will not be eligible for any transfer credits.
  
  o Certificate completion = 15 units
  o Diploma completion = up to 21 units

• Students must request permission from the BScN Program Office prior to beginning studies towards a CCE. Students are strongly encouraged to submit requests at least 4 weeks prior to enrollment in CCE courses. If approved, unspecified electives (UNSPECFD 1XXXX and/or UNSPECFD 2XXXX) will be added to the student’s Mosaic account with a grade of IP denoting that the courses are in progress.

• It is the student’s responsibility to notify the BScN Program Office by email (bscnadvising@mcmaster.ca) once they have received their final grades for the entire Certificate or Diploma. Students are not required to submit a transcript to the BScN Program Office. Upon confirmation from CCE that the student has met the requirements to receive the Certificate or Diploma, the BScN Program Office will update the electives on student’s Mosaic account to a grade of T, denoting that the credits have been transferred and satisfy units toward the student’s elective requirements.
  
  o Transfer credits are not used in the calculation of students’ academic standing, GPA, or for awards/academic honours (e.g. Deans’ Honours List).
  o Transfer credits for CCE Certificates or Diplomas will be awarded for unspecified electives which cannot be used toward the requirements for a minor.
  o Students in their final term of studies must successfully completed the requirements for a CCE Certificate or Diploma and received final grades from CCE by the dates listed below; it is the student’s responsibility to ensure that they have notified the BScN Program Office of completion within these timelines. Failure to adhere to these timelines may delay a student’s graduation or licensure with the CNO.
    • Fall term completion – first week of January
    • Winter term completion – first week of May
    • Spring/Summer term completion – first week of August

• Requests for backdated withdrawals from electives will not be considered on the grounds of being granted transfer credit(s).

Please review the McMaster certificate and diploma policies at: http://academiccalendars.romcmaster.ca/content.php?catoid=18&navoid=3214#advanced_credit

GUIDELINES FOR COMPLETING THIS FORM

• This form must be fully completed by the student and submitted to the appropriate site:
  
  o Mohawk & McMaster site students – BScN Program Office via email (bscnadvising@mcmaster.ca), fax (905-570-0667), or in person (HSC 2J34)
  o Conestoga site students – Conestoga Academic Advising Office via email (aharrison@conestogac.on.ca) or fax (519-748-3562)

• The School of Nursing will review the request and notify the student via email once a decision has been reached.
CCE CERTIFICATE/DIPLOMA ELECTIVE TRANSFER REQUEST

STUDENT INFORMATION

Student Name: ____________________________ McMaster ID #: ____________________________

McMaster Email Address: __________________@mcmaster.ca Telephone Number: __________________

Current Site: □ McMaster □ Mohawk □ Conestoga Program Stream: □ Basic (A) □ Post RPN (E)

CERTIFICATE/DIPLOMA INFORMATION

Certificate or Diploma Program: (select one program)

□ Accounting Advanced Certificate □ Addiction Studies Certificate

□ Accounting Diploma □ Business Administration Certificate

□ Addiction Care Worker Diploma □ Metallurgy of Iron & Steel Certificate

□ Business Administration Diploma □ Web Design Certificate (with or without concentration)

□ Human Resource Management Diploma

□ Marketing Diploma

Diploma (up to 21 units) Certificates (15 units)

Expected Start Term: 20_____ □ Fall □ Winter □ Spring/Summer

Expected Completion Term: 20_____ □ Fall □ Winter □ Spring/Summer

□ I have read and understand the policies for receiving transfer credits for completion of a CCE Certificate or Diploma.

□ I understand that it is my responsibility to notify the BScN Program Office of completion of my Certificate/Diploma in order to be awarded transfer credit. I understand that if I am entering my final term in the program I must complete my Certificate/Diploma and notify the BScN Program Office by the timelines stated on page 1.

□ I understand that, if I am granted transfer credits, I am responsible for adjusting my course enrollment before the deadlines stated in the McMaster Undergraduate Calendar for each term.

Student signature: ____________________________ Date: __________

FOR OFFICE USE ONLY

□ APPROVED □ DENIED by: __________ Date: __________

□ NUMBER OF ELECTIVE UNITS AWARDED: Level 1: __________ Level 2+: __________

□ MOSAIC UPDATED by: __________ Date: __________

□ DATABASE UPDATED by: __________ Date: __________

□ EMAIL SENT TO STUDENT by: __________ Date: __________