

## Semester Exchange Academic Conditions of Participation

**Please read all of the details below prior to completing and submitting the learning agreement**

1. To be eligible to participate in the semester exchange program, students are required to maintain a cumulative GPA of 70% or obtain permission to participate from their Program Coordinator. Should this status change, an offer to participate in the program will be withdrawn.
2. Transfer credit will only be applied for courses outlined and approved in the learning agreement. It is the student's responsibility to ensure that they have enrolled in courses that match this agreement. Any changes the student wishes to make to the learning agreement must be reviewed and approved by their Program Coordinator and International Coordinator prior to enrolling in the courses.
3. If a course that is outlined in the learning agreement is not taken, the student is responsible for the cost and arrangements of making up this credit before they graduate.
4. A passing grade (as per the grading system of the host institution) must be received on courses taken abroad for transfer credit to be applied at Humber College.
5. In the event that a passing grade is not received on courses taken abroad, the student will be required to make up the credits on return to Canada. Retaking these courses will result in additional tuition fees and might delay graduation from their academic program.
6. The individualized study plan created for students who study abroad could potentially put students at risk of course scheduling conflicts on return to Canada. In the very rare occurrence of a scheduling conflict, students may be required to enroll in summer school, take the course at another institution (at the students' own cost), or delay graduation until all required credits have been achieved.
7. The last day to withdraw from study abroad for the **Fall** semester is **August 1<sup>st</sup>**.  
 The last day to withdraw from study abroad for the **Winter** semester is **December 1<sup>st</sup>**.

Please note that the closer to this date the decision to withdraw is made, the more difficult it will be to enroll in required Humber courses as a result of classes reaching capacity. If a student is not able to register in a required course they will be responsible for the cost and arrangements of making up these credits.

### Transfer Credit Process

On receipt of an official hardcopy transcript from the student's overseas host institution, the Office of the Registrar will review and apply the pre-approved transfer credits to the student's academic record. Please be advised that there is often a delay between completion of the semester abroad, receipt of the official transcript and application of the transfer credit.

### Viewing Transfer Credit

Results can be viewed on the Academic Progress Report through the student's "myHumber" account. Once the student sees a green check mark (complete) beside the transfer credit request and a grade of TRC (diploma students)/LOP (degree students), they will know that their transfer credit has been applied. Students should continue to monitor their Academic Progress Report for the status of their transfer credits.

<b>Office Use only</b>	
<b>Transfer Credit Elective Attributes</b>	
<b>Elective Type</b>	<b>Course Attribute/Code</b>
Degree Breadth Elective	LASB 001
General Elective	GENX 001
Business Degree Elective – Lower	BCOM 001
Business Degree Elective – Upper	BDGE 001
Business Elective (Diploma)	BUSX 001
Architecture Elective	ARC 001
Civil Elective	CIVL 001
Media Elective	MEDE 001
Music Elective	MEL 001

## SEMESTER EXCHANGE LEARNING AGREEMENT - OUTBOUND

A. Personal Information				I am applying for OSAP <input type="checkbox"/> Yes <input type="checkbox"/> No
Student Number _____	Academic Program _____	Campus (NO/LA) _____	Email _____	
Last Name _____	First Name _____	D.O.B. (DD/MM/YYYY) _____	Phone number (xxx-xxx-xxxx) _____	
Receiving Institution _____	Host Country _____	Period of Study (semester) _____		

HUMBER COURSE INFORMATION			RECEIVING INSTITUTION INFORMATION		
List the course code and name of the Humber course(s)			Indicate the course code and course name of suggested course equivalent		
Humber Course Code	Humber Course Name	Credits	Course Code	Course Name	Credits
<i>For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.</i> Level: <input type="checkbox"/> Upper level <input type="checkbox"/> Lower level Category: <input type="checkbox"/> SCC, Society, Culture and Commerce / <input type="checkbox"/> AH, Arts & Humanities / <input type="checkbox"/> ST, Science and Technology					
Humber Course Code	Humber Course Name	Credits	Course Code	Course Name	Credits
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C. Learning Agreement Approval	
Core Credits Authorized by: (PRINT) _____	(SIGNATURE) _____
Elective Credits Authorized by: (PRINT) _____	(SIGNATURE) _____
Receiving Institution: (PRINT) _____	(SIGNATURE) _____

D. I have read and agree to the conditions of participation and agree to enroll in the courses outlined above in my learning agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

E. Office Use Only

Academic Study Plan Attached    
  IBS 315 (no online breadth electives)    
  IBS 312 (one online breadth elective)    
  IBS 309 (two online breadth electives)    
  Other: \_\_\_\_\_  
 Original Learning Agreement has been revised (please see next page)    
  Final Transcript Received

## REVISED SEMESTER EXCHANGE LEARNING AGREEMENT - OUTBOUND

Course(s) Details					
<b>HUMBER COURSE INFORMATION</b> List the course code and name of the Humber course(s)			<b>RECEIVING INSTITUTION INFORMATION</b> Indicate the course code and course name of suggested course equivalent		
Humber Course Code	Humber Course Name	Credits	Course Code	Course Name	Credits
<i>For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.</i> Level: <input type="checkbox"/> Upper level <input type="checkbox"/> Lower level Category: <input type="checkbox"/> SCC, Society, Culture and Commerce / <input type="checkbox"/> AH, Arts & Humanities / <input type="checkbox"/> ST, Science and Technology					
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**Learning Agreement Approval**

Core Credits Authorized by: (PRINT) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

Elective Credits Authorized by: (PRINT) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

Receiving Institution: (PRINT) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

**Comments:**

I have read and agree to the conditions of participation and agree to enroll in the courses outlined above in my learning agreement.

Student Signature

Date

<b>Office Use Only</b> <input type="checkbox"/> Academic Study Plan Attached <input type="checkbox"/> IBS 315 (no online breadth electives) <input type="checkbox"/> IBS 312 (one online breadth elective) <input type="checkbox"/> IBS 309 (two online breadth electives) <input type="checkbox"/> Other: <input type="checkbox"/> Final Transcript Received
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## SEMESTER EXCHANGE STUDY PLAN

Name:	Student Number:	Academic Program:
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Semester:		Institution:					
Course Code	Humber Course Name	Credits	Restrictions	Course Code	Receiving Institution Course Name	Credits	
1			<input type="checkbox"/> Pre-requisite for _____				
2			<input type="checkbox"/> Pre-requisite for _____				
3			<input type="checkbox"/> Pre-requisite for _____				
4			<input type="checkbox"/> Pre-requisite for _____				
5			<input type="checkbox"/> Pre-requisite for _____				
6			<input type="checkbox"/> Pre-requisite for _____				

Semester:		Institution: Humber College			
Course Code	Humber Course Name	Credits	Restrictions		
1			<input type="checkbox"/> Program <input type="checkbox"/> Pre-requisite <input type="checkbox"/> Reserved Seats <input type="checkbox"/> Limits		
2			<input type="checkbox"/> Program <input type="checkbox"/> Pre-requisite <input type="checkbox"/> Reserved Seats <input type="checkbox"/> Limits		
3			<input type="checkbox"/> Program <input type="checkbox"/> Pre-requisite <input type="checkbox"/> Reserved Seats <input type="checkbox"/> Limits		
4			<input type="checkbox"/> Program <input type="checkbox"/> Pre-requisite <input type="checkbox"/> Reserved Seats <input type="checkbox"/> Limits		
5			<input type="checkbox"/> Program <input type="checkbox"/> Pre-requisite <input type="checkbox"/> Reserved Seats <input type="checkbox"/> Limits		
6			<input type="checkbox"/> Program <input type="checkbox"/> Pre-requisite <input type="checkbox"/> Reserved Seats <input type="checkbox"/> Limits		

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