

**Program Addition or
Transfer Form****STUDENT INFORMATION**

Last Name First Name Student Number

Email address**Employer Information** - only complete if request is for your employer

Name of Employer Department

Mailing Address City Province Postal Code**PROGRAM INFORMATION**My current program is

I am ☐ Adding a program ☐ Transferring programs

- | | |
|---|---|
| <input type="checkbox"/> Advanced Business Management | <input type="checkbox"/> Management Certificate |
| <input type="checkbox"/> Advanced Diploma in Leadership in Early Childhood Care & Education | <input type="checkbox"/> Marketing Management |
| <input type="checkbox"/> Applied Project Management | <input type="checkbox"/> Network Security Certificate |
| <input type="checkbox"/> Business Systems Analysis | <input type="checkbox"/> Network Security Diploma |
| <input type="checkbox"/> Career Development Practitioner Certificate | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Educational Assistant | <input type="checkbox"/> PR, Marketing & Strategic Communication Management |
| <input type="checkbox"/> Human Resource Management | <input type="checkbox"/> Serious Games Certificate |
| <input type="checkbox"/> Information Assurance Certificate | <input type="checkbox"/> Web Development |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Supply Chain Management |

TRANSFER CREDIT REQUEST

Students admitted to more than one PACE program may be eligible to transfer credit for graded course work into another program. See reverse for details.

Course Name & Number	PACE Program Completed In	Year Completed

(Please see page 2 for student confirmation and Transfer Credit Policy)

CONFIRMATION

I hereby authorize the release of my academic information to the following:

- ☐ My employer (as noted above)
- ☐ Educational Authority
- ☐ Manitoba Education and Training
- ☐ Other
- ☐ Not Applicable

☐ I confirm that I have read and understood the transfer credit policy outlined below.

Signature _____

Date _____

TRANSFER CREDIT POLICY

Students admitted to more than one PACE Program may be eligible to receive credit for graded course work into another program. Students must complete a minimum number of unique courses to meet program residency.

According to UWPACE residency requirements, a student may transfer up to **a maximum of one-half of the courses required** to complete a UWPACE program.

For example, the Management Certificate program is 290 hours in total.

- Half of 290 hours = 145 hours, or 4 UWPACE courses.
- This means that a student may be eligible to **transfer in** credits up to the maximum equivalent of 4 UWPACE courses.

For further details, please contact your [Student Support Advisor](#).

There is no additional application fee for adding to a program or transfers to a program
Last Revised: March 2021

This form must be submitted via email to paceregistration@uwinnipeg.ca