



OFFICE OF THE REGISTRAR

Office of the Registrar
11762 106 Street NW, Room T409
Edmonton, Alberta T5G 3H1
Phone: 780.471.6248 Toll Free: 877.333.6248
Fax: 780.471.8490

ADVANCED CREDIT APPEAL FORM

**ADVANCED CREDIT APPEALS MUST BE SUBMITTED TO THE OFFICE OF THE REGISTRAR
WITHIN THREE (3) BUSINESS DAYS FROM THE PROGRAM LEADER'S WRITTEN DECISION DATE.**

Students may use this form to appeal advanced credit decisions (transfer or PLAR credits). For more information about the appeal process, please refer to the [Academic Progression Appeals Procedure](#). All communications regarding the appeals will be sent to the email address listed on the student record at the time. It is the student's responsibility to ensure their contact information is kept up-to-date through their MyNAIT portal.

Student Name: (Last, First)	Student ID Number:	Program:
Phone Number:	Email:	
Appealing NAIT course code(s) (e.g. ECON1110):		

Advanced Credit appeal package must include the following; incomplete packages will not be accepted:

- ☐ Completed Advanced Credit Appeal Form
- ☐ Statement outlining the reason for the request
- ☐ Additional supporting documentation that could not be brought forward previously
- ☐ Proof of informal discussion with the program leader

Next steps:

1. Submit the completed package via the [Student Service Centre contact form](#). Select "Submitting a Form" from the dropdown menu and select 'Advanced Credit Appeal' as the subcategory.
2. Monitor your MyNAIT portal and pay the appeal fee of \$100/course by the posted deadline. The appeal fee will be posted to your account within two (2) business days of receiving the completed appeal package. You must pay the fee within 2 business days. The appeal will be cancelled if payment is not received by the posted deadline.

Student Signature: _____ Date: _____
MM/DD/YY

OFFICE USE ONLY:

Advanced Credit Decision: ☐ No Change

☐ Credits granted for: _____

Program Leader

Name: _____ Signature: _____ Date: _____
MM/DD/YY

Associate Dean Academic/Director

Name: _____ Signature: _____ Date: _____
MM/DD/YY

Collection and Use of Personal Information: The personal information on this form is being collected under the mandate of the Post-Secondary Learning Act (Alberta) and the Freedom of Information and Protection of Privacy Act (Alberta), and is needed to process your appeal. It will also be used to update your contact information for the Registrar's database and the Alumni database. This information is protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.