

**HEALTH, KINESIOLOGY, AND APPLIED PHYSIOLOGY
INTERNAL TRANSFER PROCEDURE
FOR STUDENTS FROM OTHER CONCORDIA UNIVERSITY BSc PROGRAMS**

The Department of Health, Kinesiology, and Applied Physiology (HKAP) has a procedure for students who wish to apply for an Internal Transfer from other Science programs to HKAP.

The procedure is as follows:

1. An application letter must be submitted to the Chair of the Department of Health, Kinesiology, and Applied Physiology. The current departmental chair is Dr. Nancy St-Onge, hkapchair@concordia.ca.

The letter should include the following Items:

- a) Your full name, student ID number, email address, current program at Concordia University, and the program that you wish to apply for in the Department of Health, Kinesiology, and Applied Physiology [Major, Honours, Athletic Therapy, Kinesiology and Clinical Exercise Physiology (KCEP), Honours in KCEP, or Honours in AT] even though you will have to start in the Major program (please refer to the last paragraph of this document),
- b) The reason or reasons for your program transfer,
- c) An unofficial copy of your Concordia University transcript.

2. The deadline dates for accepting applications for Internal Transfer are:

- a) **August 15th** for students applying to enter Exercise Science in the Fall semester, and
- b) **December 15th** for students applying to enter Exercise Science in the Winter semester.

The Department will not review any Internal Transfer application before the deadline date.

The applicants will be Informed of the Department's decision regarding acceptance or rejection approximately 10 days after the deadline date.

3. The Department Admissions Committee will review the applications and accept students based upon:

- a) the admission quota for new students,
- b) the student's academic performance at Concordia University, and
- c) **the completion of at least 24 credits at Concordia University with a minimum cumulative GPA of 2.70 to be eligible for the admission competition.**

Satisfying the aforementioned criteria does not guarantee your acceptance into HKAP because the number of students we accept per semester is based strongly on the lab capacities of our department's first-year, 200-level, courses. Furthermore, the Department of HKAP offers six competitive programs that are in high demand.

All students applying to Health, Kinesiology, and Applied Physiology have to begin their first year in the Major program. While in the Major program, they must apply for an Internal Transfer to the AT, KCEP, Honours, Honours in AT, or Honours in KCEP program after completing a specific number of 200-level, HKAP core courses. For instance, to transfer successfully into the AT or KCEP program, students must achieve a cumulative GPA equal to at least 3.00 in their core courses. As for the three Honours programs, students must achieve assessment and cumulative GPAs equal to at least 3.30 with no grades lower than a C.

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