

2020–2021 FACULTY/STAFF GUIDE

TO UNIVERSITY AND ACADEMIC POLICIES AND STUDENT SERVICES



INTRODUCTION

This guide is for Undergraduate Programs in the following faculties:

- ▶ Agriculture
- ▶ Architecture and Planning
- ▶ Arts and Social Sciences
- ▶ Computer Science
- ▶ Engineering
- ▶ Health
- ▶ Management
- ▶ Science

The Faculty/Staff Guide is an overview of university and academic regulations, policies and procedures for faculty members, advisors and other academic staff. Detailed information on these regulations is available in the academic calendars (dal.ca/academiccalendar) and the university secretariat policy repository (dal.ca/dept/university_secretariat/policies.html). This guide addresses procedural issues related to these regulations and policies.

University and academic regulations are continuously under review and are subject to change. The academic calendar contains the regulations in effect for the current academic year. Generally, a change in a regulation that is less restrictive for students will be applied immediately and a change in a regulation that is more restrictive for students will come into effect for new students the next academic year.

Registrar's Office
August 2020



CONTENTS

CONTACT INFORMATION 5

How to contact us
Do you have questions? We have answers! For questions about...
General Service and Support Inquiries

UNDERGRADUATE ACADEMIC DATES 2020-21 7

Fall Term 2020
Winter Term 2021
Summer Term 2021
Other Academic Dates 2020–2021

A STATEMENT OF THE AIMS OF UNDERGRADUATE EDUCATION AT DALHOUSIE 9

DEFINITIONS 10

Course Codes
Subject Codes

RELEASE OF INFORMATION ABOUT STUDENTS 16

UNIVERSITY REGULATIONS 17

Code of Student Conduct
Academic Forgiveness Policy
Academic Integrity
Other University Policies

ACADEMIC CALENDAR 20

FINANCIAL ASSISTANCE 21

Dalhousie Scholarships
Dalhousie Bursaries
Other Funding Sources
Student Loans
Financial Emergency
Speak to the Awards Team

REGISTRATION 23

Registration Holds
Access to the Student Information System
Admission/Readmission
Advising
Changing Programs
Auditing a Course
Workload
Transfer Credit
Admission to Honours Program
Honours Standing
Counting of Credits Toward two Dalhousie Programs

COURSE ADMINISTRATION 28

Course Registration
Course Lists
Overrides
Withdrawing from Courses
Offering a new Course
Timetable Listings
Changing the Term or Cancelling Courses
Reserved and/or Restricted Seating
Waitlists
Prerequisite Checking
Repeat Courses
Letter of Permission — Courses
Learning Agreement
Course Outlines
Assessment Components

EXAMINATIONS 34

Examinations and Tests
Scheduling of Courses/Examinations
Official Examination Periods 2019–2020
Examinations Scheduled by the Registrar
Requests for an Alternate Final Examination Time
Religious Holiday/Examination Schedule
Policy in the Event that a Formal Examination cannot be Completed at the Regularly Scheduled Time
Policy on Submission of Student Papers
Final Examination Papers
Invigilation of Examinations
Frequently Asked Questions

GRADES 38

- Principles
- Submission of Grades
- Posting Grades
- Changing a Grade
- Reassessment of a Final Grade
- Late Grades
- Assignable Grades

WAIVER OF REGULATIONS 43

- Undergraduate Programs

ACADEMIC STANDING 44

- Good Standing
- Probation
- Academic Dismissal
- Dean's List
- Graduation with Distinction

GRADUATION 46

CONVOCATION CEREMONIES 47

ADDITIONAL RESOURCES 48

- Academic Support
- Career Planning & Preparation
- Housing
- Community Connections
- Food & Retail
- Wealth & Wellness
- Money Matters
- Getting Involved on Campus
- Safety & Respect
- Solving Problems

CONTACT INFORMATION

The Registrar's Office provides guidance and expert advice to students from the time they start to consider Dalhousie in high school, all the way through to Convocation and beyond.

The Registrar's Office staff offer a wide variety of services such as admissions, registration support, academic counseling, academic transcripts, scholarships and bursaries, financial aid and financial counseling, and external invigilation.

In addition to the above services, our Enrolment Service Centre staff on the Sexton Campus and on the Agricultural Campus (Truro) also offer campus tours, DalCard student-ids, and student financial account support for questions concerning fees, payments and receipts. For students on the Sexton Campus, the Enrolment Service Centre also houses one of Dalhousie's three University Bookstore locations.

Here are some of the many reasons students contact or visit the Registrar's Office:

- ▶ For general information on academic programs and the application process (admissions@dal.ca)
- ▶ To book or attend a Campus Tour (campus.tours@dal.ca)
- ▶ To get a Dalhousie student-id card printed or to replace lost or stolen cards (dalcard@dal.ca)
- ▶ For advice on program requirements and the selection of courses (advising@dal.ca)
- ▶ For assistance with registering for courses and questions about scheduling or conflicts (studentonline@dal.ca)
- ▶ For information on scholarships, bursaries and student loans (awards@dal.ca)
- ▶ For information on fees or to make payments to a student account (student.accounts@dal.ca)
- ▶ For assistance with understanding academic policies and regulations, such as academic standing (studentonline@dal.ca)
- ▶ To be assessed for and receive credit for course work already completed at another university or college (transfercredits@dal.ca)
- ▶ To request a Letter of Permission to take a course(s) at another university (LOP@dal.ca)
- ▶ To request an Academic Transcript or Confirmation of Enrollment (studentonline@dal.ca)
- ▶ For information on Graduation (student records) (graduate@dal.ca)
- ▶ For information on Convocation, ceremonies, and parchments (convocation@dal.ca)

HOW TO CONTACT US

Registrar's Office

Web: dal.ca/registrar Email: registrar@dal.ca
Phone: 902.494.2450 Toll Free: 1.866.729.4400
Fax: 902.494.1630 (currently unavailable)

Office Branches

Studley Campus

Registrar's Office
Room 130, 6299 South Street
Henry Hicks Academic
Administration Building
PO Box 15000
Halifax NS B3H 4R2

Phone: 902.494.2450
Toll Free: 1.866.729.4400
Fax: 902.494.1630

Sexton Campus

Enrolment Services Centre
1360 Barrington Street,
Building B, Suite B-103

Phone: 902.494.2450
Toll Free: 1.866.729.4400
Fax: 902.494.1630

Agricultural Campus (Truro)

Enrolment Services Centre
Room 100, 21 Cox Road
Cox Institute
Truro NS B2N 5E3

Phone: 902.893.6722
Toll Free: 1.888.700.6722
Fax: 902.895.5529
Email: enrolment.services@dal.ca

DO YOU HAVE QUESTIONS? WE HAVE ANSWERS! FOR QUESTIONS ABOUT...

Academic Regulations, academic calendar

Nicole Douglas, Associate Director, Academic Regulations
nicole.douglas@dal.ca

Admission requirements, academic programs and admission process

Ann MacDonald, Associate Director, Admissions
ann.macdonald@dal.ca

Bursaries and student aid

Pam Goodwin, Assistant Registrar, Financial Aid
pam.goodwin@dal.ca

Interpreting or adjustments to a degree audit, registration

Craig Larsh, Assistant Registrar, Degree Audit & Registration
craig.larsh@dal.ca

Recruitment initiatives including Campus Tours

Alyson Murray, Associate Director, Recruitment
alyson.murray@dal.ca

RO webpages, Convocation

Crystal Bona, Assistant Registrar, Convocation and Projects
crystal.bona@dal.ca

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Scholarships and convocation awards

Katie MacDonald, Assistant Registrar, Awards
katiemacdonald@dal.ca

Student Information and Systems: Data Requests

[RO Requests](#)

Student records, academic standing, academic waivers and regulations, submitting grades, graduation and academic integrity

Daniel Styran-Furness, Assistant Registrar, Records & Academic Support
daniel.styran-furness@dal.ca

Timetable, registration, course conflicts, exams and scheduling

Amarea Greenlaw, Assistant Registrar, Academic Scheduling and Examinations
agreenlaw@dal.ca

Transfer credit assessments or equivalences

Christine Wilson, Assistant Registrar, Transfer Credits & Student Mobility
christine.wilson@dal.ca

Kim Bonin, Assistant Registrar, Admissions & Transfer Credits
kim.bonin@dal.ca

GENERAL SERVICE AND SUPPORT INQUIRIES

General queries

Curtis Clarke, Manager, Enrolment Services Operations
curtis.clarke@dal.ca

Agricultural Campus

Selina Cajolais, Enrolment Services Coordinator
selina.cajolais@dal.ca

Sexton and Studley Campuses

John-Mark Dawson, Enrolment Services Coordinator
john-mark.dawson@dal.ca



UNDERGRADUATE ACADEMIC DATES 2020–2021



PART OF TERM	DURATION OF COURSES	LAST DAY TO CANCEL AND ADD COURSES FOR REGISTERED STUDENTS	LAST DAY TO DROP WITHOUT "W". LAST DAY TO CHANGE FROM AUDIT TO CREDIT AND VICE VERSA	LAST DAY TO DROP WITH "W"
FALL TERM 2020				
Multi-term courses or XY full year class	Sep 08/20 – Apr 08/21	Sep 18/20	Nov 02/20	Feb 01/21
(UG) (GR) full term	Sep 08 – Dec 08/20	Sep 18/20	Oct 02/20	Nov 02/20
WINTER TERM 2021				
(UG) (GR) full term	Jan 6 – Apr 8/21	Jan 15/21	Jan 29/21	Mar 08/21
SUMMER TERM 2021				
(UG) (GR) full term	May 3 – Jul 26/21	May 14/21	May 31/21	Jun 28/21
9	Jun 03 - Aug 27/21	Jun 16/21	Jun 16/21	Jul 29/21
A	May 10 - Jun 28/21	May 17/21	May 25/21	Jun 10/21
D	May 10 - Jun 01/21	May 12/21	May 14/21	May 21/21
E	Jun 03 - Jun 24/21	Jun 07/21	June 09/21	Jun 16/21
B	Jul 05 - Aug 23/21	Jul 12/21	Jul 20/21	Aug 05/21
F	Jul 05 - Jul 26/21	Jul 07/21	Jul 09/21	Jul 16/21
G	Jul 28 - Aug 19/21	Jul 30/21	Aug 03/21	Aug 10/21

OTHER ACADEMIC DATES 2020-21

2020

September	7	Labour Day — University closed
	8	Courses begin, fall term
	18	Last day to apply for honours programs Last day to change from Dalhousie to King's and vice versa

October	12	Thanksgiving Day — University closed
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November	11	University closed in lieu of Remembrance Day
	09 - 13	Fall Study Week (except students in co-op clinicals or internships)

December	1	Last day to apply to graduate in Spring
	8	Courses end, fall term (Dec 8 — Monday classes will be held in lieu of Thanksgiving)
	10-20	Examination period
	30	Grades due

2021

January	1	New Year's Day — University closed
	6	Courses begin, winter term

February	5	Munro Day, University closed
	15-18	Winter Study Week
	15	Nova Scotia Heritage Day — University closed

April	2	Good Friday — University closed
	7 & 8	Courses end, regular session (Apr 7 & 8 — Friday classes will be held in lieu of Munro Day)
	10-23	Examination period
	30	Grades due

May	3	Co-op and academic summer term begins
	24	Victoria Day — University closed
	TBA	Spring Convocation ceremonies

July	1	Canada Day — University closed Last day to apply to graduate in Fall
	26	Co-op summer academic term ends
	28	Examinations begin, commerce co-op, computer science, and engineering

August	2	Halifax/Dartmouth Natal Day — University closed
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A STATEMENT OF THE AIMS OF UNDERGRADUATE EDUCATION AT DALHOUSIE

Dalhousie University offers undergraduate education enriched by a longstanding institutional commitment to research and to graduate and professional education. The University tries to assist all its undergraduate students to become independent thinkers and articulate communicators, knowledgeable about their chosen disciplines or professions, conversant with a reasonable body of general knowledge, and committed to learning throughout their lives.

Dalhousie assists its students to learn how to think for themselves. Students in all disciplines and professions can expect to develop skills and attitudes crucial for logical and independent thought. The faculty strives to teach students how to think, rather than what to think, and to enable them to make fair-minded enquiries in their fields of study and into the broader ethical, cultural and social issues that shape our lives. An educated person thinks carefully, reconsiders received ideas, and leads an examined life. The development of these habits of mind is the primary goal of undergraduate study.

Dalhousie assists its students to learn to express themselves, orally and in writing with clarity, precision and style. It does so, not only because communication skills permit the efficient transfer of information, but also because they make possible dialogues which lead to new ideas and to deeper appreciation of existing knowledge. Because a communal effort to exchange ideas and information is at the heart of university life, students in all disciplines and professions need opportunities to develop their skills in writing and in speaking at all levels of the undergraduate curriculum.

Dalhousie assists its students to master a combination of specialized and general knowledge. The specialized knowledge acquired by undergraduates at Dalhousie varies from discipline to discipline and even from student to student. Such knowledge should include, not only data skills, but also an understanding of the theories, structures and processes central to the discipline or profession in question, and an awareness of their practical applications and ethical consequences. Undergraduate students at Dalhousie should become familiar with a significant body of general knowledge as well. All should become acquainted with concepts central to our own culture and those of others. All should acquire basic quantitative skills and some knowledge of the principles of science and technology.

All should share a sense of history and an appreciation of achievements in literature, philosophy and the arts. Such general knowledge helps us not only to confront the practical demands of work and life, but also to comprehend more fully our experience of the human condition.

Dalhousie assists its students to develop the capacity for commitment to learning throughout their lives. Their educational experiences within and outside the classroom should be rich and diverse. By providing social, cultural, recreational and other opportunities for student involvement and leadership, Dalhousie acknowledges responsibility for promoting both personal and intellectual growth.

Approved by Senate, September 10, 1990



DEFINITIONS



Academic Dismissal

Required withdrawal from a program due to unsatisfactory academic performance (Academic Regulations, Section 20, dal.ca/academiccalendar).

Academic Program

A distinct group of courses and other requirements which lead to eligibility for a degree or other university-awarded credential.

Academic Terms

Fall term	September – December
Winter term	January – April
Summer term	May – August
Regular term	September – April

Advanced Standing

Students possessing advanced knowledge of a subject will be encouraged to begin their studies in that subject at a level appropriate to their knowledge, as determined by the department/school/college concerned. However, such students must complete, at Dalhousie, the full number of credit hours required for the particular credential being sought.

Asynchronous Delivery

An asynchronous online course is one where the content is pre-recorded and can be accessed at any time through Brightspace. Asynchronous courses don't require students to be online at a certain time. Courses may have a blend of asynchronous and synchronous delivery.

Audit Student

A student permitted to attend classes but not expected to prepare assignments, write papers, tests or examinations. Credit is not given nor is a mark awarded for courses. Courses appear on the transcript with the notation "AUD". If not already admitted to the University, audit students must apply. Students may register to audit a course only after the first day of classes.

Candidate

The term candidate for a doctoral degree is used to identify a student who has fulfilled all the requirements for the PhD except for the submission and defence of the thesis; thus, a candidate will have successfully completed the residency requirement, all course work, qualifying and comprehensive examinations (as applicable), and the thesis proposal defence (if applicable).

This status is equivalent to the common terms "all but the thesis" or "all but dissertation" used at some institutions. The term candidate cannot be employed with regard to a Master's degree student.

Clerkship - See Internship.

Clinical Practice - See Internship.

Continuing Fees

The tuition fees charged to graduate students who have fulfilled their program fee requirements but have yet to complete all their degree requirements. See dal.ca/academiccalendar, "Graduate Studies", "Faculty of Graduate Studies Regulations".

Co-operative Education

Program where academic study is combined with career related work experience.

Convocation

Convocation refers to the ceremony that recognizes the culmination of the academic journey, a celebratory event where graduates are surrounded by friends, family and their faculty classmates and professors as their degree is conferred by the Chancellor and provided to the graduate as they cross the stage. Dalhousie holds 20 Convocation

ceremonies each year in celebration of graduates from all faculties. See **Graduation**.

Co-requisite

Requirement which can be fulfilled concurrently with the course being considered.

Course/Class

A unit of study in a subject area. Such a course is identified by a course/subject label, number, credit value and title (eg. ENGL 1000.06: Introduction to Literature).

Credit Hours

A unit by which University course work is measured. One course is normally equal to three credit hours (eg. ENGL 1100.03: Writing for University = 3 credit hours).

CRN (course reference number)

Each course has a CRN attached to it and it is to be used when registering for courses.

Cross-listed Courses

Courses are cross-listed based upon course content that deals with more than one subject area in a substantive way. The cross-listing recognizes the interdisciplinary nature of the course.

Email

Email is an authorized means of communication for academic and administrative purposes within Dalhousie. The University will assign all students an official email address. This address will remain in effect while the student remains registered and for one academic term following a student's last registration. This is the only email address that will be used for communication with students regarding all academic and administrative matters. Any redirection of email will be at the student's own risk. Each student is expected to check their official email address frequently in order to stay current with Dalhousie communications.

Exclusion

An exclusion is when one course is sufficiently similar to another course that credit will only be given once if both are taken.

Externship - See Internship.

Fieldwork - See Internship.

Full-time Students

Those registered for 18 credit hours for UG, AC, HP level, 12 credit hours for TC level or more in the Regular term, or the equivalent of 9 credit hours for UG, AC, HP level, six credit hours for TC level courses or more in the Summer, Fall or Winter term.

Good Standing

Students who meet the required GPA are considered to be in good academic standing (Academic Regulations, Section 18, dal.ca/academiccalendar).

Grade Point Average (GPA)

- ▶ Weighted sum of the grade points earned, divided by the number of credit hours enrolled
- ▶ Term GPA - courses taken in a single term
- ▶ Cumulative GPA - all courses taken while registered in a level of study
- ▶ In the case of a course that has been repeated, only the highest grade is included

Graduation

The term used when students have successfully completed all of their degree requirements for their program and the University has approved the student be awarded the degree by Senate. Students must apply to graduate even if they do not plan to attend the Convocation ceremony. See **Convocation**.

GSIS

Graduate Student Information System. The electronic database used to approve graduate student program requirements and progress.

Graduate Student

A student with a Bachelor's degree, usually with Honours or equivalent, enrolled in a Master's or Doctoral program, or a graduate diploma program.

Internship, Fieldwork, Clinical Practice, Externship, Practicum, Clerkship

These terms are used in programs to describe practical professional educational experiences that are conducted in a non-university setting such as a health or social service agency.

Letter of Permission

A Letter of Permission authorizes a Dalhousie student to take a course(s) at another institution for credit towards a Dalhousie qualification. Such permission must be obtained in advance of taking the course(s).

Level of Study

The following are levels of study:

TC	Technology Diploma (Faculty of Agriculture)
AC	Architecture/Engineering (Years 3 and 4)
GR	Graduate Studies
HP	Health
UG	Arts & Social Sciences Computer Science Engineering (Years 1 and 2) Management Science

Non-thesis Program

A Master's program of study based on course work which may also include a research project. This includes many of the professional graduate programs. Some of these programs also offer a thesis option.

Part-time Students

Students registered for fewer than 18 credit hours for UG, AC, HP level, 12 credit hours for TC level or the equivalent of nine credit hours for UG, AC, HP level, six credit hours for TC level courses in the Summer, Fall or Winter term.

Part-time Graduate Student (Program Fee)

A part-time graduate student paying program fees is a student who has been approved by the department and the Faculty of Graduate Studies as working part-time on their graduate degree. A part-time graduate student is taking less than nine credit hours per term.

Part-time Student (Per Course Fee)

A student who is taking less than nine credit hours in a term is considered a part-time student.

Per Course Fee

The fees charged to students in a Per-Course Fee Degree. Students pay fees according to the number of courses taken in any given term.

Practicum - See Internship.

Prerequisite

A requirement that must be fulfilled prior to registering in a specific course.

Probation

This is a warning to students that their academic performance is unsatisfactory and that they will be dismissed from their program unless their performance improves by the end of the next term. Please refer to the Academic Regulations, Section 19, dal.ca/academiccalendar.

Program Fees

The tuition fees charged to students in a program-fee degree. The program fee is based on total tuition for a specified number of years, varying according to academic program. Students who have not completed their program after the specified number of years are required to pay a continuing fee.

Qualifying Students (Master's only)

A full-time or part-time student with a Bachelor's degree or its equivalent in whom a department has expressed an interest as a potential graduate student, but who is without a sufficient GPA or academic background in a particular discipline to be enrolled directly in a Master's program.

Residency

The period of time that graduate students are expected to be on campus for fulfillment of their formal program requirements. In some programs, part of the residency period may, with permission, include some time off campus (eg. for fieldwork or research).

Scholarship GPA

Please refer to the Awards Section of the Academic Calendar at dal.ca/academiccalendar.

Special Students

Students who are not candidates for a degree or diploma but who wish to take courses that may be allowed for credit. This is not the same as auditing a class. Special students must satisfy normal admission requirements.

Special Student - Graduate Studies (SSGS)

A Student who is not registered in a graduate program but is taking graduate courses. Special students must satisfy normal admission requirements.

Supervisor

The supervisor is a member of Faculty of Graduate Studies who is directly responsible for the supervision of a graduate student's program. In this capacity, the supervisor assists the student in planning a program, ensures that the student is aware of all program requirements, degree regulations, and general regulations of the department and Faculty of Graduate Studies, provides counsel on all aspects of the program, and stays informed about the student's research activities and progress. The supervisor is also charged with ensuring that a student's research is effective, safe, productive and ethical. Specific duties of the supervisor include preparation of a program of study with the student, arrangement of and attendance at all supervisory committee meetings and candidate examinations, while ensuring that these exams are scheduled and held in accordance with Faculty of Graduate Studies and Departmental regulations, and reviewing the thesis both in draft and in final forms.

Synchronous Delivery

Synchronous courses are online classes that are delivered live. Students are expected to be online at a certain time to engage with this course. These courses are scheduled in Atlantic Time. Courses may have a blend of synchronous and asynchronous delivery.

Thesis Only Fees

See Continuing Fees.

Thesis Program

A Master's or Doctoral program of study involving a major research component in the form of a written thesis. Some programs offer a non-thesis option.

Transcript

A transcript is a complete history of a student's academic record at Dalhousie. Partial transcripts, a portion of a student's record pertaining to registration in a particular degree, faculty, or level of study, are not issued.

Transfer Student

A transfer student is one who is awarded credit towards a Dalhousie degree for academic work completed at a previous university or equivalent institution of higher learning.

Undergraduates

Students who are candidates for an undergraduate degree or diploma.

Visiting Student

A person permitted to take courses at Dalhousie for transfer of credit to another university.

Visiting Student Graduate Studies (VSGS)

- ▶ A person permitted to take courses at Dalhousie for transfer of credit to another university (Letter of Permission required).
- ▶ A person permitted to work with a Dalhousie researcher for thesis work at another university (Research).

Work Term

Career related work experience required in Co-operative Education programs. Work terms are usually 13-16 weeks in duration.

Writing Intensive

Writing Intensive courses are those, which emphasize the process of writing, frequency of writing assignments, and weighting of those assignments in the class grades. A Writing Intensive course is normally taken as a sequel to a Writing Requirement course, but does not satisfy the Writing Requirement.

COURSE CODES

Numbers

- ▶ 0010–0099 Pre-university preparation courses
- ▶ 0100–0200 Introductory technology level courses
- ▶ 1000 level Introductory level courses
- ▶ 2000-4000 Advanced level courses
- ▶ 5000-9000 Graduate level courses (with some exceptions)

SUBJECT CODES

Four letter codes are used to describe the department offering a particular course as follows:

ACAD	Academic	ECED	Electrical and Computer Engineering
ACSC	Actuarial Science	ECMM	Electronic Commerce
AGRI	Agriculture	EOA	Economics (Faculty of Agriculture)
AGRN	Agronomy	ECON	Economics
ANAT	Anatomy & Neurobiology	EDUC	Education
ANSC	Animal Science	EGLA	English (Faculty of Agriculture)
APSC	Applied Science	ENGI	Engineering
AQUA	Aquaculture	ENGL	English
ARBC	Arabic	ENGM	Engineering Mathematics
ARCH	Architecture	ENGN	Engineering (Faculty of Agriculture)
ARTC	Applied Health Services Research	ENSL	English Language (CE)
ARTS	Art	ENVA	Environmental Sciences (Faculty of Agriculture)
ASSC	Arts and Social Sciences Interdisciplinary	ENVE	Environmental Engineering
BCBD	Community Building and Design	ENVI	Environmental Studies
BIOA	Biology (Faculty of Agriculture)	ENVS	Environmental Science
BIOC	Biochemistry and Molecular Biology	ERTH	Earth Sciences
BIOE	Biological Engineering	EURO	European Studies
BIOL	Biology	EXTE	Extension Education (Faculty of Agriculture)
BIOT	Bioethics	FIGA	First Year Interest Groups — Art
BMNG	Biomedical Engineering	FIGS	First Year Interest Groups — Science
BUSI	Business Administration	FILM	Film Studies
BVSC	Bioveterinary Science	FOOD	Food Science (Faculty of Agriculture)
CANA	Canadian Studies	FOSC	Food Science
CH&E	Community Health & Epidemiology	FREN	French
CHEE	Chemical Engineering	FRNA	French (Faculty of Agriculture)
CHEM	Chemistry	GELA	Geology (Faculty of Agriculture)
CHIN	Chinese	GENE	Genetics (Faculty of Agriculture)
CHMA	Chemistry (Faculty of Agriculture)	GEOA	Geography (Faculty of Agriculture)
CIVL	Civil Engineering	GEOG	Geography
CLAS	Classics	GERM	German
CMMT	Communications	GWST	Gender and Women's Studies
CNLT	Centre for Learning and Teaching	HAHP	Health and Human Performance
COMM	Commerce	HEED	Health Education
COMR	Comparative Religion	HESA	Health Administration
CPST	Complimentary Studies	HINF	Health Informatics
CRWR	Creative Writing	HISA	History (Faculty of Agriculture)
CSCA	Computer Science (Faculty of Agriculture)	HIST	History
CSCI	Computer Science	HLTH	Health
CTMP	Contemporary Studies	HORT	Horticulture (Faculty of Agriculture)
DCYT	Diagnostic Cytology	HPRO	Health Promotion
DEHY	Dental Hygiene	HSAI	Health Services Administration
DENQ	Dentistry Qualifying	HSCE	Health Sciences Education
DENT	Dentistry	HSTC	History of Science and Technology
DISM	Disability Management	HUCD	Human Communication Disorders
DMUT	Diagnostic Medical Ultrasound Technology	IAGR	International Development (Faculty of Agriculture)

IDIS	Interdisciplinary Studies	PGMD	Post-Graduate Medicine
IENG	Industrial Engineering	PGPH	Post-Graduate Pharmacy
INFB	International Food Business (Faculty of Agriculture)	PHAC	Pharmacology
INFO	Information Management	PHAR	Pharmacy
INFX	Informatics	PHDP	PHD Program
INTA	Internship (Faculty of Agriculture)	PHIL	Philosophy
INTD	International Development Studies	PHLA	Philosophy (Faculty of Agriculture)
INTE	Interdisciplinary Studies (Graduate)	PHYC	Physics & Atmospheric Science
INWK	Engineering Internetworking	PHYL	Physiology
IPHE	Interprofessional Health Education	PHYS	Physics (Faculty of Agriculture)
ITAL	Italian	PHYT	Physiotherapy
JOUR	Journalism	PLAN	Planning
KINE	Kinesiology	PLSC	Plant Science (Faculty of Agriculture)
LARC	Landscape Architecture	POLI	Political Science
LAWS	Law	POLS	Political Science (Faculty of Agriculture)
LEIS	Leisure Studies	PORT	Portuguese
LIBS	Library & Information Studies	PROS	Prosthodontics
MARA	Marine Affairs	PSYC	Psychology (Faculty of Agriculture)
MARI	Marine Biology	PSYO	Psychology
MATH	Mathematics	PSYR	Psychiatry
MATL	Materials Engineering	PUAD	Public Administration
MCRA	Microbiology (Faculty of Agriculture)	RADT	Radiological Technology
MDLT	Medical Lab Technology	REGN	Registration Course (Graduate)
MECH	Mechanical Engineering	RELS	Religious Studies
MEDI	Medicine	RESM	Research Methods (Faculty of Agriculture)
MEDP	Medical Physics	RSPT	Respiratory Therapy
MEDR	Medical Research	RURS	Rural Studies (Faculty of Agriculture)
MEDS	Medical Sciences	RUSN	Russian Studies
METL	Metallurgical Engineering	SCIE	Science
MGMT	Management	SLWK	Social Work
MGTA	Management (Faculty of Agriculture)	SOCI	Sociology (Faculty of Agriculture)
MICI	Microbiology & Immunology	SOIL	Soils (Faculty of Agriculture)
MINE	Mineral Resource Engineering	SOSA	Sociology and Social Anthropology
MTHA	Mathematics (Faculty of Agriculture)	SPAN	Spanish & Latin American Studies
MRIT	Magnetic Resonance Imaging Technology	SPEC	Special Topics (Faculty of Agriculture)
MUSC	Music	SPNA	Spanish (Faculty of Agriculture)
NESC	Neuroscience	STAA	Statistics (Faculty of Agriculture)
NUMT	Nuclear Medicine Technology	STAT	Statistics
NURS	Nursing	SUST	Sustainability
NUTR	Nutrition (Faculty of Agriculture)	THEA	Theatre
OCCU	Occupational Therapy	TYPR	Transition Year Program
OCEA	Oceanography	VISC	Vision Science
ORAL	Oral Surgery	VTEC	Veterinary Technology (Faculty of Agriculture)
PATH	Pathology	WOST	Women's Studies
PEAS	Process Engineering and Applied Science		
PERF	Performance Studies		
PERI	Periodontics		
PETR	Petroleum Engineering		

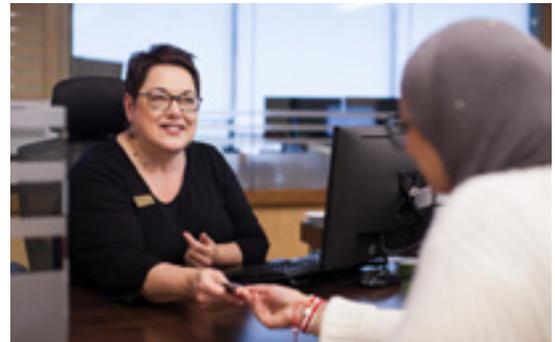
RELEASE OF INFORMATION ABOUT STUDENTS

The Freedom of Information and Protection of Privacy Act (FOIPOP) provides for the protection of an individual's right to privacy but also requires that certain records be disclosed unless they are exempted from disclosure.

Public Information

Some information is deemed public and can be released to third parties:

- ▶ Name
- ▶ Period of registration
- ▶ Certificates, diplomas, degrees awarded
- ▶ Field of study (as it related to the degree awarded)
- ▶ Hometown and awards as they appear in the convocation program



Student Access to Their Own Records

Students have access to view their academic record through [Dal Online](#) and can print unofficial copies of their records. Official copies of the academic record can be requested from the Registrar's Office through [Dal Online](#).

A student has the right to view records related to their academic record including admission documents, registration history and grade assessments. Some content is excluded such as reference letters submitted on application. Contact the [Registrar's Office](#) if you have questions about what information can be released to a student.

Disclosure to Faculty, Administrative Officers and Committees of the University

Information on students may be disclosed without the consent of the student to University officials or committees deemed to have a legitimate reason for accessing this information. It is important to ensure that students' privacy is always considered before information is released to internal offices. In particular, sensitive information should only be kept for the express purpose for which it was disclosed and should be returned or destroyed after it is used.

For advice on the release of information, please consult with the [Registrar](#) or [University Legal Counsel](#).

Disclosure to Third Parties

There are some instances when information about students can be released without the consent of the student:

- ▶ Complying with a judicial order or subpoena
- ▶ Federal or provincial legislation
- ▶ Emergency situations where the knowledge of that information is required to protect the health or safety of the student or other person

These requests should be directed to the [Registrar](#).

Information on students will be released to third parties only if written permission from the student is on record, or where the student has signed an agreement with a third party, one of the conditions of which is access to her/his record (e.g., in financial aid).

Other than the above, information related to students will not be released even if the requests are from parents, spouses, credit bureaus and/or police.

UNIVERSITY REGULATIONS

CODE OF STUDENT CONDUCT

Dalhousie University is a community of faculty, staff and students, involved in teaching, research, learning and other activities. Students are members of the University for the period of their registration in an academic program and are subject to the disciplinary authority of the University during that time.

The University does not stand in loco parentis to its students. In the exercise of its disciplinary authority, the University treats students as adults free to organize their own personal lives, behaviour and associations subject only to the law, and to University regulations that are necessary to protect:

- ▶ The integrity and proper functioning of the academic and non-academic programs and activities of the University or its faculties, schools or departments;
- ▶ The peaceful and safe enjoyment of University facilities by other members of the University and the public;
- ▶ The freedom of members of the University to participate reasonably in the programs of the University and in activities on the University's premises;
- ▶ The property of the University or its members.

Other than this, regulation of student behaviour by the University is neither necessary nor appropriate. Members of the University, including students, are not immune from the criminal and civil law.

Provisions for non-academic discipline should not attempt to shelter students from the normal responsibilities of adult citizens nor add unnecessarily to these responsibilities. Thus, conduct that violates the Criminal Code or other statutes should ordinarily be dealt with by the police and criminal courts. In cases, however, in which criminal or civil proceedings would not adequately protect the University's interest and responsibilities as defined above, proceedings may be brought under the Code of Student Conduct.

The University may also define standards of professional conduct for students in programs where these are appropriate, and this Code is not intended to replace or supersede such standards.

Procedures:

1. Any person may make a complaint under this Code against any student for misconduct. A complaint must be addressed in writing to Vice-Provost, Student Affairs and shall contain:
 - a. the basis for the allegation;
 - b. relevant supporting documents, evidence and details (e.g. time and date(s) of the offence);
 - c. any other individual(s) with knowledge; and
 - d. names of witnesses, if any.
2. Whenever possible and appropriate, reasonable and informal measures shall be used to resolve issues of individual behaviour. The Vice-Provost, Student Affairs, or designate, may recommend to a complainant that other avenues of resolution be pursued before resort is made to formal disciplinary measures pursuant to this Code.
3. All complaints shall be submitted within 30 calendar days of the date that the offence is alleged to have occurred. An extension of time to submit a complaint may be permitted by the Vice-Provost, Student Affairs, or designate, where there is a bona fide reason to do so and where those affected by the allegation will not be unduly prejudiced.
4. Upon receipt of a complaint, the Vice-Provost, Student Affairs, or designate shall determine whether or not the complaint has been properly brought under the Code or whether the material supports a prima facie case that an offence has been committed under the Code. The Vice-Provost, Student Affairs, or designate, may request more information from the complainant before any further steps are taken. If no prima facie case is made out, no further steps are taken in relation to the complaint, and the complainant will be so advised in writing.

5. In the event that the Vice-Provost, Student Affairs, or designate, determines that the material supports a prima facie case, the following steps shall be taken:
 - a. The Vice-Provost, Student Affairs, or designate shall inform the respondent in writing of the nature of the allegation, the complaint, the evidence, the procedures to be followed, the possible penalties, and possible sources of advice and support. Along with notice of the complaint, the respondent shall be advised of her/his right to be represented throughout the process, including by a Student Advocate.
 - b. If deemed necessary, an investigation will be conducted by the Vice-Provost, Student Affairs, or designate, which may include meetings with the complainant, respondent, and witnesses.
 - c. The Vice-Provost, Student Affairs, or designate shall convene a meeting with the respondent(s) to discuss the complaint and their response to the allegations.
6. Where there are criminal or civil proceedings pending against the student for conduct related to the complaint, the Vice-Provost, Student Affairs may defer investigation of the complaint on such terms and conditions as are appropriate in the circumstances (including an interim suspension) until the conclusion of all or part of such proceedings where the circumstances of the case warrant. Conviction of a criminal offence will be considered prima facie evidence of a parallel offence under this Code.
7. Following the investigation, the Vice-Provost, Student Affairs, or designate shall determine whether there is sufficient evidence to support a finding that the student has committed an offence, and if so, will determine which disposition will be most appropriate in the circumstances:
 - a. Informal Resolution (resolution of the complaint is mutually agreed upon among the Vice-Provost, Student Affairs, or designate, the complainant and the respondent): or
 - b. Referral to the Senate Discipline Committee for a disciplinary hearing.
8. If an informal disposition of the complaint results, such disposition shall be final, and there shall be no subsequent proceedings. An agreement that a student will voluntarily withdraw from the University for a period of time, or not re-register, may be part of an informal resolution of a complaint. In such instances, this will not be recorded on the student's academic record, but a 'block' on further registration may be imposed.
9. Where the parties attempt to resolve the complaint through an informal resolution, but in the opinion of Vice-Provost, Student Affairs, or designate, an informal resolution cannot be reached, the Vice-Provost, Student Affairs, or designate, shall refer the complaint to the Senate Discipline Committee for a formal hearing.
10. Notwithstanding paragraph 7, the Vice-Provost, Student Affairs, or designate, may determine at any time that the case is serious enough that a suspension or expulsion may be required, in which case the matter shall be referred to the Senate Discipline Committee for a disciplinary hearing (See Section E—Sanctions). The Vice-Provost, Student Affairs, or designate, shall notify the student in writing, with a copy to the complainant, that the matter will be forwarded to the Senate Discipline Committee.
11. Hearings conducted by the Senate Discipline Committee shall be according to procedures determined by the Committee. The President, or designate, shall appoint a University Representative to present the complaint.
12. Any statements a respondent makes to the Vice-Provost, Student Affairs, or designate in the course of an attempt to resolve a complaint through informal or formal dispositions may not be submitted to the Senate Discipline Committee as evidence in a subsequent hearing.
13. The Vice-Provost, Student Affairs, shall report annually to Senate regarding the number and nature of all complaints, including the manner in which they are disposed of or resolved.

More information can be found at dal.ca/academiccalendar under "University Regulations", "[Code of Student Conduct](#)".

ACADEMIC FORGIVENESS POLICY

Some students who have been absent from study and subsequently return to study will find it difficult to recover their previous cumulative GPA. Students in this situation can request Academic Forgiveness. In order to be considered, students must:

1. Be enrolled in an undergraduate or technical level program
2. Have had an absence from study for at least three years
3. Have returned and completed at least one full year of study with a GPA of at least 2.00

To request academic forgiveness, students must submit a letter to the Registrar outlining their request. Details of the Academic Forgiveness Policy can be found in the academic calendar at dal.ca/academiccalendar under "Academic Regulations".

ACADEMIC INTEGRITY

Dalhousie has a number of policies relating to academic integrity. For students the main policy is outlined under "[Academic Dishonesty](#)" in the University Regulations section of the Undergraduate Academic Calendar (dal.ca/academiccalendar). This section includes definitions of plagiarism and other academic offences. It also includes information about the faculty discipline process and the Senate Discipline Committee.

Please visit the University's academic integrity website at dal.ca/academicintegrity for information on policies and a list of faculty resources focused on preventing and responding to academic dishonesty.

Faculty Discipline Procedures Concerning Allegations of Academic Offences

As approved by the Senate on March 26, 2007, amended by Senate April 27, 2009, and amended by Senate January 9, 2011.

Guideline for Evaluators

An alleged first or later breach of any academic standard by a student should never be dealt with by an evaluator, but in all instances, should be referred to the [Academic Integrity Officer](#) in accordance

with these procedures. Any attempt by any person or body other than the Senate, the Senate Discipline Committee, or the Academic Integrity

Officer to impose a penalty for an alleged offence is null and void and leaves the student still liable to discipline for that offence. Further, a student remains liable to discipline for a suspected offence notwithstanding a failure on the part of an evaluator to report the allegation in accordance with these procedures.

Where an allegation of a breach of academic standards has been made or is pending, the evaluator would not reveal the mark or grade to anyone until the Vice Chair (Academic Administration) has confirmed the disposition of the matter by the Senate Discipline Committee or the Academic Integrity Officer.

The procedures outlined in the academic calendar deal with allegations of academic offences and do not deal with violations of the Code of Student Conduct. The purpose of these procedures is to delegate assessment of certain allegations of academic offences to the faculty level.

OTHER UNIVERSITY POLICIES

[Alcohol Policy](#)

[Hazing Policy](#)

[Official Student Email Policy](#)

[Sexualized Violence Policy](#)

[Statement on Prohibited Discrimination](#)

[Student Accommodation Policy](#)

[Tuition Policy](#)

ACADEMIC CALENDAR

Dalhousie has three academic calendars (Undergraduate, Graduate, Dentistry-Law-Medicine) produced annually. The calendars list all of the courses and programs offered at Dal, subject by subject. As well, calendars include information on admissions requirements, university regulations and degree requirements.

Academic Calendars are the official contract with students. Students follow the regulations contained in the academic calendar published the year they begin their degree at Dalhousie.

Academic calendars are available online in March for the upcoming academic year. Although only critical changes are made once a calendar goes live, key contacts within each department and faculty have access to make changes to calendars for the next academic year. Connect with your Dean's office should you have suggested changes to the calendar.

Archived versions of older academic calendars are also available online at www.dal.ca/academiccalendar.



FINANCIAL ASSISTANCE

www.dal.ca/financialaid

awards@dal.ca



DALHOUSIE SCHOLARSHIPS

Undergraduate: Halifax Campuses*

In course Scholarships

Students must complete at least 30 credit hours of for-credit coursework over two academic terms** in the previous academic year (excluding transfer credits) and achieve a minimum SGPA of 3.70 over the two terms being assessed. Students will be notified of an in-course scholarship by their Dalhousie email in late summer.

For students at the Halifax and Yarmouth campuses **there is no need to submit an application for most in-course scholarships** — students are assessed automatically. For more information on awards requiring a separate application please visit the in-course scholarships link above.

**Including Yarmouth*

***Bachelor of Nursing students have different requirements- please refer to the website*

Undergraduate: Truro Campus

In course Awards

Students must complete the Faculty of Agriculture In-Course Award Application through [DalOnline](#) in September.

Other Programs

Law

Graduate Studies

Medicine and Dentistry (Please contact the department)

DALHOUSIE BURSARIES

Undergraduate: All Campuses

Undergraduate Bursary Program

Provides funds to assist students in financial need and are available to undergraduate students in Halifax and Yarmouth campuses, Dental Hygiene, and Master of Social Work students. Bursaries are typically smaller amounts of money, intended to supplement other funding sources. Students apply through DalOnline at the beginning of each semester.

Other Programs

Law

Graduate Studies

**Master of Social Work students are eligible to apply for [Undergraduate Bursaries](#).*

Medicine and Dentistry (Please contact the department.)

**Dental hygiene students are eligible to apply for [Undergraduate Bursaries](#).*

OTHER FUNDING SOURCES

Organizations you are involved with

- ▶ Places of worship/religious organizations
- ▶ Community or civic organizations
- ▶ Aboriginal bands
- ▶ Foundations
- ▶ Employers and/or parent(s) employers

Dalhousie Student Union Funding

Includes member grants, student accessibility bursaries, and the International Student Emergency Fund Bursary.

University departments

Individual departments can offer their own awards, or can connect students with other external opportunities. [A list of external funding opportunities](#)

STUDENT LOANS

Canadian Government Student Loans

Financial assistance is based on financial need as established by the federal and/or provincial governments through an assessment of the student's application. Students apply through their Provincial Student Loan Office.

Student Lines of Credit

Many banks offer student lines of credit or bank loans. A line of credit gives students access to a specific amount of money that they can withdraw as they need it. Interest is paid only on the money they withdraw.

United States Student Loans

Dalhousie is recognized as a participant by the US Department of Education for the William D. Ford Direct Loan Programs. Dalhousie is also recognized by some private lending agencies.

International Students

Students can check with their home government for student loan programs.

FINANCIAL EMERGENCY

Temporary Loans

Dalhousie offers temporary loans of up to \$1,000 to help students make it through cash-flow crunches, until other funding arrives. Temporary loans are interest-free until due, and can be used to pay for living expenses, but not tuition or fees. **Students can submit an application to the Registrar's Office or Sexton Campus Enrolment Services Centre (students at the Truro Campus can submit the application to the Enrolment Services Centre).**

SPEAK TO THE AWARDS TEAM

Student Awards & Financial Aid

Registrar's Office

Awards@dal.ca

REGISTRATION

Registration opens for returning undergraduate students in most faculties in March. New student registration, as well as returning student registration in some faculties, is in June.

New students to Dalhousie or those changing programs must pay a \$200 admission deposit to Student Accounts before they can register. This deposit is non-refundable and is applied towards tuition and fees owing.



REGISTRATION HOLDS

Students may have holds that prevent registration. The most common hold is a financial hold, added by Student Accounts. Students who owe fees will not be permitted to register in a future term until their account has been cleared for the current one. Students who have other types of holds on their accounts should contact the [Registrar's Office](#).

Students are considered registered once they have selected courses. Selection of courses is deemed to be an agreement by the student for the payment of all assessed fees. If they will not be taking courses, they must drop them through [Dal Online](#) by the deadline specified for each term.

It is important that all students are officially registered in a course before they participate in a course, especially in laboratory work.

ACCESS TO THE STUDENT INFORMATION SYSTEM

Access to Student Information is delivered via the web using [Dal Online](#).

Dal Online Access

[Dal Online](#) provides faculty, advisors and academic administrators with access to a wide variety of course data, student information, and is the gateway for running a degree audit or grade submission.

Users login by using their Net ID and password. Employees identified as instructors will be automatically granted access privileges to all information regarding their courses.

If you are an academic advisor requiring access to student information, forward an email with your name and Dalhousie ID (B00XXXXXX) to the Dean of your faculty to request authorization. Advisor access will be granted once approval from the Dean is received. Administrators who require access to all course lists for a department should forward an email with their name and ID number to the Dean or department head requesting authorization.

When initially logging into [Dal Online](#), the terms of usage will be displayed. If you agree to the terms, you will be permitted to continue; otherwise, you will be asked to contact the appropriate administrative office.

Each primary instructor has access to their own courses. The primary instructor may also assign departmental administrators or other faculty as proxies for grade entry; however, final approval of grades must be completed by the instructor.

ADMISSION/READMISSION

An application for admission to Dalhousie is required for all programs, whether a course is being taken for credit or audit, or as a degree seeking, special or visiting student.

Undergraduate students can apply for admission online and download the application for admission at dal.ca/admissions/apply. Print applications for admission are also available from the Registrar's Office.

All students who have been absent from study for two consecutive terms (excluding the summer) are required to submit an application for readmission.

ADVISING

Students are encouraged to seek advice about their academic program from the appropriate college, school or department.

Student Success Advisors, in the Bissett Student Success Centre: Academic Advising and Career Services, 4th floor Student Union Building in Halifax, are available to speak with students about any general academic concerns. The advising website is dal.ca/advising and students may arrange appointments through my.dal.ca or by calling **902.494.3077**. Students on the Agricultural Campus may speak with an advisor in the Student Success Centre.

Advice on admission, appeals, bursaries/loans, academic regulations, degree requirements and graduation (for undergraduate Arts and Science programs), program selection, scholarships and other topics is available from the Registrar's Office. Students can visit the Registrar's Office at any of the three locations or phone **902.494.2450** to book an appointment with an advisor.

A degree audit tool is available through Dal Online. The tool, which can be accessed by both students and advisors, is used to determine a student's progress towards meeting program requirements. Each audit lists complete and incomplete requirements. In the case of an incomplete requirement, the courses required to fulfill the requirement are listed. Students can also use the planned courses feature to determine if courses for which they have not yet registered will apply towards their degree. To view an audit, select the Degree Audit Reporting System (DARS) on the Web for Faculty, Advisors and Academic Administrators menu. DARS gives you a current snapshot of where the student stands in meeting their program requirements. It lists the complete or incomplete requirements and the courses needed to fulfil each requirement. Here is a [helpful guide on how to read a degree audit](#). See dal.ca/degreeaudit for more information. If you require training on the use of the degree audit, contact the Registrar's Office to book an appointment.

CHANGING PROGRAMS

Dalhousie's degree programs have different entrance and degree requirements. If a student wishes to explore a program change, they should meet with an Admissions Advisor to discuss options. An Admissions Advisor can help with:

- ▶ Exploring whether a change is right for the student
- ▶ Reviewing the entrance requirements for other degrees
- ▶ Deciding if this change is realistic
- ▶ Estimating the remaining requirements (transfer credits)
- ▶ Exploring other options

Students who decide to change their program must complete an undergraduate application form for the new program.

AUDITING A COURSE

Students who have been admitted to a faculty may audit many of the courses offered. Registration for an audit is available from the first day of courses until the last day to add a course. Students auditing courses will not be eligible to write examinations in the course and will not in any circumstances be granted credit for it. Fees are payable as indicated under Fees and a course may not be changed from credit to audit or from audit to credit status after the last date for dropping classes without a “W”.

A student auditing a course is expected to attend the course, but is not expected to prepare assignments, write papers, tests or examinations. They do not receive credit for the course, but it does appear on their transcript with the notation “AUD”.

WORKLOAD

Normal workloads vary by program of study and students should consult the academic calendar for specific details.

Established Undergraduate Workload

Faculties of Agriculture, Arts & Social Sciences, Computer Science and Science — 15 credit hours per term. Students with a cumulative GPA of at least 3.00 are permitted to increase the normal workload to 18 credit hours per term and should contact the Registrar’s Office. Students whose cumulative GPA is less than 3.00 will need the approval of the relevant Assistant Dean via [Request to Exceed Maximum Workload form](#).

Rowe School of Business — 15 credit hours per term. Bachelor of Commerce students on a work term are permitted a maximum of 6 credit hours (3.0 for the work term and 3.0 for one course). Students with a cumulative GPA of at least 3.00 are permitted to increase the normal workload to 18 credit hours per term and should contact the Registrar’s Office. Students whose cumulative GPA is less than 3.00 will need the approval of the undergraduate advising office in the School of Business.

Faculty of Architecture & Planning, Engineering, Health — credit hours vary by program. To increase the normal workload, students need approval of the Assistant Dean/Director via [Request to Exceed Maximum Workload form](#).

TRANSFER CREDIT

Students who have been accepted to an undergraduate program at Dalhousie and who have paid the \$200 Admission Deposit will have all previously completed post-secondary work reviewed for potential transfer credit. Post-secondary course work may have been completed at the high school, college or university level. The deadline to submit a transfer credit request form is prior to the completion of a student’s first term of study at Dalhousie.

Internal transfer students who would like their previous academic course work assessed for their new degree, must submit a Transfer Credit Request form prior to the completion of their first term of study in their new program.

Course work at the university or college level can be considered for credit if it:

- ▶ is from a recognized institution
- ▶ was completed with a minimum grade of C
- ▶ is equivalent to a course offered at Dalhousie
- ▶ applies to the student’s program of study
- ▶ has been completed within the appropriate time period

Students can transfer up to half of the required courses towards an undergraduate credential (degree, diploma, major, minor etc.) from another institution. The number of transfer credits a student can receive may be further limited based on the degree requirements of their particular program.

For more information on the Transfer Credit process and eligible curriculums, please visit dal.ca/transfercredits.

ADMISSION TO HONOURS PROGRAM

Applications for admission to honours programs must be made to the appropriate department using forms available on the web at dal.ca/honours or from the Registrar's Office.

Applications must list all courses completed by a student toward the honours degree requirements (electives, major and minor courses). Courses in which a failing grade was earned or courses in the major in which a grade less than "C" was earned should not be listed. For Bachelor of Arts, courses with a grade below "C" in the minor should not be included.

The last day to apply to an honours program is **September 18**, i.e., the fall course add/drop deadline of the student's final year.

HONOURS STANDING

Students must satisfy requirements listed in the calendar and be recommended by the department(s) to graduate with honours. Forms requesting the qualifying examination result will be sent to departments by the Registrar's Office prior to graduation (in late April for Spring Convocation and early September for fall Convocation).

COUNTING OF CREDITS TOWARD TWO DALHOUSIE PROGRAMS

Undergraduate Studies

Students who hold one Dalhousie undergraduate degree may count courses toward a second undergraduate degree if:

1. Only credit hours that are applicable to the program for the second degree may be counted for credit.
2. A grade of C or higher was attained in the course

College of Arts and Science

Honours Programs

- ▶ 60 new credit hours must be completed in accordance with departmental requirements

Major Programs (BA)

- ▶ 60 new credit hours with at least 36 credit hours at the 2000 level or above in a new subject and at least 18 of the 36 must be at the 3000 level or above
- ▶ More than one BA will not be awarded.

Major Programs (BSc)

- ▶ 60 new credit hours with at least 42 credit hours at the 2000 level or above in a new subject and at least 24 of the 42 must be at the 3000 level or above
- ▶ Students may obtain a second BSc.

Faculty of Management

Bachelor of Commerce

- ▶ 60 new credit hours must be completed as well as three new work terms. 48 of the 60 credit hours must be in the core area including the 9 credit hours of work terms.

Bachelor of Management

- ▶ 60 new credit hours must be completed.

Faculty of Health

No more than half of the required credit hours can be counted from another Dalhousie degree.

Faculty of Architecture and Planning

A minimum of one third of the credits required in the third and fourth years must be taken while registered in the BEDS program.

Faculties of Engineering and Computer Science

60 new credit hours must be completed.

Faculty of Agriculture

A minimum of 60 new credit hours must be completed for a Bachelor of Science (Agriculture).

Dental Hygiene

Students who have completed the Diploma in Dental Hygiene at Dalhousie University may receive 30 credit hours towards a BA or BSc.

Diploma in Technology to Undergraduate Programs (Faculty of Agriculture)

Students who have completed technology level courses may be eligible to receive degree level credit for such courses, to a maximum of 60 credit hours, evaluated on a course by course basis with a minimum grade of "C". Students who successfully complete a Technical Diploma program in the Faculty of Agriculture and apply to the Bachelor of Science (Agriculture) program will receive a minimum of 30 credit hours toward the degree.

College of Continuing Education Classes Toward a Diploma in Technology Programs (Faculty of Agriculture)

Special permission to complete a limited number of select continuing education courses in the Faculty of Agriculture may be granted to students enrolled in technology diploma programs. These courses must be approved in advance by the Dean or designate. Any student who wishes to explore this option should contact their academic advisor.

COURSE ADMINISTRATION



COURSE REGISTRATION

All students add and drop their courses using [Dal Online](#). The last day to add fall term courses is **September 18**. Winter term courses can be added until **January 15**. After these dates, students must obtain permission from the instructor. Professors can deny admission to their class if the student has not been attending their class prior to the deadline. If permission is granted, the instructor should sign an **add form** which the student will then submit to the Registrar's Office. These forms can be found at dal.ca/addclass.

COURSE LISTS

Course lists are available on-line through the Web for Faculty, Advisors and Academic Administrators menu of [DalOnline](#) under Class Management.

To assist instructors with getting to know students, the course list can include the student's photo. Like all student information, photos are confidential and are provided solely for the purposes of course management and advising. For first year courses, it is recommended that you wait until courses have begun before printing course lists, as some students may not have yet obtained their student identification, and many images may be unavailable.

OVERRIDES

Due to restrictions on some courses, a student may occasionally require the approval of the instructor before they can register. This may be due to the course having reached maximum enrolment or that department approval is required before registration. Users with Faculty or Administrator access in [Dal Online](#) can grant this approval using the Registration Permits/Overrides option from the Class Management menu.

There are five types of overrides available:

1. **Instructor's Approval** — this permit overrides all restrictions that may be keeping a student from registering in a course. It will override maximum enrolment, prerequisites and degree restrictions.

2. **Maximum Enrolment Override**—this permit allows a student to register for a course that has reached its maximum seating capacity. This approval does not override prerequisite checking. When using the maximum enrolment override, please be cognisant of the seating capacity of the classroom the course is scheduled in. Fire regulations prohibit accepting more students into the course than the classroom can hold.
3. **Permission to Register from Waitlist**—this permit allows a waitlist student to register for the course from the waitlist. This override is only valid for three business days and is the only one that expires. Departments are advised to email students when an override is given. Students who have not registered by the end of the third business day will be removed from the waitlist and the permit removed so another student can be granted the override.
4. **Prerequisite Override**—if a course has been set up to check for a prerequisite, this override must be used if the instructor wants to allow a student who does not have the prerequisite to register for the course. This approval does not override maximum enrolment.
5. **Program/Degree/Major Override**—this permit allows a student who is not in the appropriate program, degree or major to register in a class or to put their name on the waitlist. It does not override prerequisites or maximum enrolment.

WITHDRAWING FROM COURSES

Non-attendance does not constitute withdrawal from a course. Students wishing to withdraw from a course or from the university must drop their courses through [Dal Online](#). The date of the course drop will determine academic and financial penalties. The [schedule of dates](#) outlining academic penalties is listed at the front of this guide and in the academic calendars.

If a student fails to withdraw from a course during the approved timeframe they will need the approval of the Assistant Dean Students or Dean's designate and the Registrar's Office. The student must submit a **Waiver of an Academic Regulation** form (dal.ca/appeals) including the reason for the withdrawal and why they did not withdraw during the approved time. Only in exceptional circumstances will a retroactive withdrawal be approved.

If a retroactive withdrawal is approved, a prorated refund of the tuition fees will be returned to the student based on the drop date. Incidental fees will not be returned to the student even if a retroactive withdrawal is approved to the beginning of the term.

OFFERING A NEW COURSE

Once a course has been approved by the Faculty Curriculum Committee, the following details of the course should be forwarded to the Registrar's Office by the committee for inclusion in the calendar and the Student Information System. If courses are approved after the calendar has been published online, they will have their descriptions added to the web version of the calendar:

- | | | |
|------------------|-----------------------------|--|
| ▶ Subject | ▶ Course Description | ▶ Teaching Format |
| ▶ Number | ▶ Cross-Listing Information | ▶ Course Hours (total hours including lecture/labs/ compulsory tutorials hours per week) |
| ▶ Credit Value | ▶ Prerequisite Information | |
| ▶ Grading Scheme | ▶ Restriction Information | |
| ▶ Title | ▶ Exclusion Information | |

TIMETABLE LISTINGS

Before each academic session, the Registrar's Office requests that departments provide a list of courses to be offered. Departments should list all courses, including credit, non-credit, work term and reading courses in which students may enroll for the upcoming session (regardless of whether class room space is required). Courses not previously approved by the appropriate curriculum committee will not be listed in the timetable, nor recorded on the Student Information System.

CHANGING THE TERM OR CANCELLING COURSES

Addition of new courses is anticipated and will be accommodated; however, removing or changing the time/term of a course once registration is open requires the approval of the Registrar, or his designate. If students are registered in the course in question, the department requesting the change must demonstrate that none of the enrolled students require the course to satisfy graduation requirements in that term, or that the change in time does not affect the students' abilities to satisfy their degree requirements in that term.

Requests should be made in writing by submitting the [Course Cancellation/Change Form](#) on the web. Please note that login with NetID and password is required to access the form.

RESERVED AND/OR RESTRICTED SEATING

To ensure that specific groups of students have access to courses, departments may reserve seats in a course for groups of students by field of study. Seats will be reserved until the end of March, unless it is specifically requested to keep them on indefinitely. Reserved seating requests must be submitted with the departmental course offering submission each year. Reservations do not carry forward year to year.

WAITLISTS

Departments may establish waitlists for courses, and are responsible for monitoring the waitlist and giving permission to any students whom should be admitted to the course from the waitlist. As permission is granted to an individual student, the student must be notified by the person granting the approval that they will have three working days to register. Once the override has been granted, students must register for the class through [Dal Online](#). After this time, the permit is removed and the student is taken off the waitlist.

Waitlists are removed after the last day of registration in each term. Departments must provide waitlist information each year to the Registrar's Office as part of the departmental course offerings submission. Waitlist details are not carried forward from one year to the next.

PREREQUISITE CHECKING

Completion of course prerequisites is checked before a student is permitted to register in a course. This information is carried forward each year and will be based on information in the calendar. Additions or changes to the prerequisite requirements of each course must be provided to the Registrar's Office with the calendar submission each year.

For the **Faculty of Agriculture**, most students will follow the prerequisite checking described above. Those students who completed course work at the former NSAC will not have their prerequisites checked automatically. The instructor of each course will need to review and determine if those registered in their course satisfy the requirements.

REPEAT COURSES

Only the highest grade a student has achieved in a course will be included in the cumulative grade point average (GPA) calculation. All attempts at a course and the grades achieved remain on the transcript. Each instance of a repeated course will have one of the following statuses to indicate how it is being calculated in the GPA provided they are taken at the same level:

Repeat I Repeated course included in the cumulative GPA
Repeat E Repeated course excluded from the cumulative GPA

Courses that are cross-listed or otherwise deemed equivalent are considered repeated courses under this regulation. Courses repeated while on letter of permission are affected by this policy as well. Departments that wish to have courses included under this regulation should contact the Registrar's Office.

Occasionally, the exclusion of an earlier occurrence of a course grade in the GPA may result in a term or cumulative GPA that no longer corresponds with the academic standing that was assigned. In all cases, the original academic standing remains on the transcript.

LETTER OF PERMISSION – COURSES

A Letter of Permission authorizes a student (who has completed their first year of study) to take a course(s) at another institution for credit towards a Dalhousie degree or diploma. To do so, a student must get approval before registering for the course at the other institution.

For courses taken on a Letter of Permission at a Canadian university, the appropriate Dalhousie letter grade and corresponding grade points will be assigned. For institutions outside of Canada, a grade of P (pass) or F (fail), as appropriate, will be recorded.

A Letter of Permission will be provided if all of the following conditions are met:

- ▶ The student must be registered in a degree program and in good academic standing, i.e., students who have been academically dismissed or are on probation are not eligible.
- ▶ The student must not owe money to Dalhousie.
- ▶ The student has not exceeded the allowable number of transfer credits.
- ▶ The course at the other institution is acceptable for transfer to Dalhousie. The course is not offered via Challenge for Credit or Prior Learning Assessment and/or Recognition. Dalhousie will not accept challenge credits from other institutions on letter of permission.
- ▶ The workload will not exceed Dalhousie's limitations.
- ▶ The course is not offered at Dalhousie in the term in which the student wishes to take it; or the student has a scheduling conflict; or the course is full; or the student is living outside the local area.
- ▶ If an equivalent class is available at Dalhousie, approval may not be granted.
- ▶ A direct equivalency may not satisfy degree requirements. Confirm the class can fulfill degree requirements with your Academic Advisor before registering

Further information about how to have a Letter of Permission approved is available at dal.ca/letterofpermission.

LEARNING AGREEMENT

Students who are participating in an exchange or a study abroad program, we have introduced the Learning Agreement form as a new process for transferring credits back to Dalhousie. The learning agreement replaces three forms a student requires into one. International Centre, Faculty of Management and UPMC in the Faculty of Science exchanges and study abroad programs are currently using the learning agreement program. If your faculty's departmental exchange and/or study abroad program is interested in switching from letter of permission to the learning agreement process, please contact [Christine Wilson](#) for more information.

- ▶ Students will be required to meet with their exchange coordinator as a step in finalizing the learning agreement, which will ensure they understand the specifics related to their exchange administration.
- ▶ The allocation of credit hours for courses taken at host universities will be clear as soon as the proposed course section is processed by the Registrar, reducing confusion about the number of courses that constitute a full course load for exchange students and for a more accurate degree audit upon leaving for exchange.
- ▶ The confirmation of enrolment section will ensure that students have little to no administration to complete following their exchange to finalize credits retroactively in response to changes they decided to make once they arrived at their host institution.
- ▶ Students will be required to meet the same requirements to take courses on exchange as taking courses on letter of permission.
- ▶ The credit conversion table is assessable by all advisors on the [Learning Agreements website](#). Any institution that you assessed that is not listed please contact the [Assistant Registrar, Records & Academic Support](#).

Please visit the [Learning Agreement Webpage](#) to access the forms, conversion chart and the Step by Step guide on the process.

COURSE OUTLINES

Students will be provided with a course outline by the instructor at the first meeting of the course. In order to complete a course satisfactorily, a student must fulfill all the requirements as stated in the course outline.

Copies of course outlines will be placed on record in a department or school file within four weeks after the beginning of each term.

Course outlines should include the following information:

Administrative

- ▶ Course type
- ▶ Course name
- ▶ Course number and credit hours
- ▶ Lab and tutorial hours, if appropriate
- ▶ Instructor's name
- ▶ It is also recommended to note any courses that are excluded with this course.

Academic

- ▶ Aims and objectives of the course
- ▶ Plan for the course showing the topics to be covered
- ▶ Prescribed text books and references

ASSESSMENT COMPONENTS

- ▶ Indication of the work to be submitted for assessment which will count towards the final grade
- ▶ Other work which may or may not be assessable, which does not count towards the final grade, but which must be fulfilled to meet course requirements
- ▶ Relative weighting for each item assessed
- ▶ Assessment scale to be used, and the level on that scale that indicates satisfactory passing performance
- ▶ Performance requirements relating to the parts of the assessment that must be individually passed
- ▶ Scheme used to convert numeric grades to letter grades
- ▶ Attendance requirements, if any
- ▶ Include statement on academic integrity in the course outline, and it is recommended you review this issue in class

When collaboration is included as part of course expectations as in group projects or group assignments, the instructor will provide a statement of the degree of collaboration permitted in the preparation and submission of assignments in the course outline.

Examination

- ▶ Whether a final examination will be conducted and, if so, the duration and format of the examination; examinations may be oral, written (closed or open book) under supervision, or take home
- ▶ Relative weight given to the examination grade in the final grade

Variation of Course Outlines

Instructors may make changes to course outlines at any time. If, however, these changes affect any of the following areas, at least two-thirds of enrolled students must approve the variations in order for them to be valid:

- ▶ Assessment components
- ▶ The weight of individual assessment components
- ▶ Change in relative examination weight of ten per cent or greater

Review of Grades

Consult the appropriate Faculty office for guidelines on the review of grades.



EXAMINATIONS

EXAM SCHEDULING FALL 2020

The predominately online nature of the Fall 2020 semester has resulted in significant changes to the approaches in course delivery, including assessments in individual courses and the operational approaches to scheduling and delivering final exams. The Registrar's Office will be scheduling two types of exams to ensure that instructors have flexibility in how they administer their final exams. The exam types that will be scheduled by the Registrar's Office will be:

- 1. Synchronous exams** - all students write the final exam at the same time in a fixed window of time
- 2. Fixed Range exams** – students write the final exam in an asynchronous manner - these exams have a fixed window of writing time but are available to students over an extended time period (i.e. 24 hrs), giving students flexibility for when they start their final exam.

As in the past, an instructor can choose to deliver a take home exam or schedule their own final exam, but will have to be flexible in situations where a conflict exists between their final exam and a final exam scheduled by the Registrar's Office. Final exams scheduled by the Registrar's Office take precedence.

The Registrar's Office will schedule the two types of exams (synchronous, fixed range) for all courses that request final exams with the following priorities used to build the schedule:

- 1.** Ensure that students have a conflict-free exam schedule - meaning they will not be scheduled for two exams at the same time
- 2.** Ensure that students have no more than two exams on the same day (Academic Regulation 16.2.1)

APPROACH TO SCHEDULING FINAL EXAMS

- ▶ Final exams will be scheduled during the Formal Exam Period (December 10-20 inclusive) in accordance with the Policy for the Scheduling of Courses/Examinations. All final exams must be completed by the end of the day on December 20th. The deadline for submitting final grades to the Registrar's Office (December 30) will not change.
- ▶ Final exams will be scheduled using Atlantic Standard Time (AST) using the same time blocks from previous years:
 - ▶ 8:30 –11:30 am
 - ▶ 12:00 noon – 3:00 pm
 - ▶ 3:30 pm – 6:30 pm
 - ▶ 7:00 pm – 10:00 pm
- ▶ Final exams cannot exceed three hours in duration (writing time).
- ▶ The final exam schedule will state and display the start time for the final exam and the type of final exam (synchronous, fixed range).

These recommendations allow for ease of operational implementation and maintain all the current academic regulations and exam policies.

SCHEDULING FIXED RANGE EXAMS

- ▶ The Registrar's Office will schedule the **START** time for a fixed range exam. This is the time when the exam will be released to the students.
- ▶ Instructors will decide the duration and fixed range for these exams.
- ▶ Fixed Range Exams will be scheduled in the system to ensure that students have a 3-hour exam timeslot that is conflict-free with no more than two exams on that day.
NOTE: This does not guarantee that the entire range of the exam is conflict-free only the first three hours and it does not guarantee that students will not have other exams scheduled on another day during the range of the exam.

An example of a fixed range exam:

Registrar's Office schedules the exam for Monday at 3:30pm (AST). This is the time when the exam is made available to students. The students can choose to start the exam at any point during the range of availability for the final exam. They are guaranteed that the first three hours that the exam is accessible will be conflict free and that at most they will have one other exam scheduled for that day.

The duration of the final exam and deadline for accessing the final exam (i.e. the date and time the final exam closes) is determined by the instructor.

STUDENT EXAM WORKLOAD

Students may have additional concerns regarding their exam schedule due to the variation of exams that will be scheduled for the fall term. Students should consult their home faculty to discuss and work through any concerns regarding conflicts. This maintains current practice which is outlined in academic regulation 16.2.1. Students who are requesting an accommodation for their exam should contact the Student Accessibility Centre.

FACULTY SUBMISSION INFORMATION

The Registrar's Office will be sending a detailed exam request form to the departments the week of August 24th that will outline this information, as well as being explicit with what submission information is required. This request is being sent out to departments two weeks earlier to ensure departments have additional time to complete the information and return it to the Registrar's Office by mid-September.

The exam schedule will be posted online at the start of October. In the interest of providing students with reliable information, once the examination schedule has been produced, no changes can be made to the scheduled time.

OFFICIAL EXAMINATION PERIODS 2020-21

Exam Period	Date the Schedule is Posted
December 10-20	October 1
April 10-23	February 4

Exam schedule can be found at dal.ca/exams.

The Faculty of Agriculture's exam period is a shorter duration. Please check the [exam schedule](#) for final dates.

REQUESTS FOR AN ALTERNATE FINAL EXAMINATION TIME

A student's request for an alternate time for a final examination should only be granted in exceptional circumstances. Such circumstances include illness (with medical certificate) or other mitigating circumstances outside the control of the student. Elective arrangements (such as travel plans) are not considered acceptable grounds for granting an alternative examination time. In cases where it is necessary to make changes to examination arrangements late in the term, or Senate has approved exceptional examination arrangements, a special effort will be made to accommodate difficulties the changes may cause for individual students.

The decision whether to grant a student's request for an alternate examination time rests with the instructor of the course, as does the responsibility for making the alternative arrangements.

This policy may also be applied at the discretion of the instructor to tests and examinations other than final examinations.

Students may contact the Dean's/Director's office of the appropriate faculty/school/college for assistance if they are scheduled for more than two examinations on the same day.

RELIGIOUS HOLIDAY/EXAMINATION SCHEDULE

The University acknowledges that, due to the pluralistic nature of the University community, some students may on religious grounds require alternative times to write examinations and tests. Accordingly, a student who requires an alternate examination or test time on religious grounds should consult with **Advising and Access Services** at **902.494.2836**.

POLICY IN THE EVENT THAT A FORMAL EXAMINATION CANNOT BE COMPLETED AT THE REGULARLY SCHEDULED TIME

Formal examinations, two or three hours in length, are scheduled by the Registrar each December and April during formal examination periods, as laid out in the calendar. If, in the unusual event that one of these examinations must be postponed or abandoned at short notice, the following policies will apply:

1. If more than fifty percent of the time allocated for the examination has elapsed, students' work up to the premature end of the examination, but prorated for the actual time written, will lead to the mark to be obtained from the formal examination.
2. If less than fifty percent of the time allocated for any examination has elapsed, the examination will be rewritten as soon as possible, normally on a day when examinations are not scheduled. Students will be informed by the Registrar of the time and place of the rewrite on the [Exams website](#).
3. In all cases in which a formal examination cannot be written at its scheduled time, and special arrangements must be made, it is essential that faculty ensure that all students in the class are treated fairly and equitably and according to the evaluative criteria in the course outline given to students at the beginning of the term.
4. If an examination is terminated as under #1, any student who feels disadvantaged by not having been able to write an examination for length specified in the class description, may appeal through the appropriate departmental or school appeal mechanism for an examination of the specified length. Appeals will be in writing and in a timely fashion. If the appeal is granted, arrangements for such a makeup examination will be made between the student and course professor. If a formal examination cannot be written at its scheduled time, it is the responsibility of students to check the [Exams website](#) for information regarding when the examination will be rewritten. Announcements will be made as soon as possible after the original time, normally within 24 hours, and rewrites will normally take place within the regular examination period.

POLICY ON SUBMISSION OF STUDENT PAPERS

Any instructor may require student papers to be submitted in both written and electronic form as defined by the instructor. Use of third party originality software does not preclude instructor use of alternate means to identify lapses in originality in attribution. The results may be used as evidence in any disciplinary action taken by Senate.

If an instructor plans to use originality-checking software in a class, students shall be informed in the course outline that their written work may be submitted to a text-matching software service, which is meant to assure students that everyone will be evaluated on the basis of their own work and to warn students that plagiarism is likely to be detected. The planned use of originality-checking software will also be included in the oral presentation of the course outline in the initial course meeting.

Students shall also be informed in the course outline that they are free, without penalty of grade, to choose an alternative method of attesting to the authenticity of their work. Students shall inform instructors no later than two weeks after the commencement of classes of their intent to choose an alternate method.

Instructors shall provide students with at least two possible alternatives that are not unduly onerous and that are appropriate for the type of written work. Alternatives shall be chosen from the following:

- ▶ Submitting copies of multiple drafts demonstrating development of the work
- ▶ Submitting an annotated bibliography
- ▶ Submitting photocopies of sources
- ▶ Other alternatives devised by the instructor, provided that they are not unduly onerous

FINAL EXAMINATION PAPERS

Where the final examination paper is not returned to the student, it is recommended that the instructor keep the final examination for 12 months.

GRADES

PRINCIPLES

The purpose of this Statement of Principles is to ensure:

1. That students, at the beginning of courses, are advised as to the scope and content of the course and the assessment systems used;
2. That assessment and grading practices throughout the University are consistent and reflect appropriate academic standards;
3. That the evaluation of student performance is made in a fair manner congruent with academic standards;
4. That the levels of achievement indicated by given letter grades, while accommodating the particular circumstances of each faculty, are compatible with each other;
5. That the academic standing of every student can be accurately assessed even when courses have been taken in different Faculties of the University; and
6. That each faculty develops procedures for implementing these policies according to faculty needs.



SUBMISSION OF GRADES

Grades are submitted either by completing the online grade sheet, or by importing grades directly from a spreadsheet or text file. Further instructions are available at the online help key on Web for Faculty at dalonline.dal.ca.

If a student is in a course but not registered, the student must complete an academic waiver form to request backdated registration on the class.

If a student is on the course list but has not attended class, or written the examination, a grade of "F" should be recorded.

The date for the submission of grades is set annually by the Senate Learning and Teaching Committee in conjunction with Dalhousie Academic Dates for that year and will normally be between seven and ten calendar days from the final day of the exam period. The date will be based on three principles:

1. Transparency and timeliness for students, to allow for informed course planning and registration for future terms before the term starts;
2. Appropriate time for instructors to enable the effective and appropriate grading of examinations and term assignments; and,
3. Adequate time to provide necessary services to students to enable timely academic standing assessments, advising, and convocation approvals.

The final possible date for the submission of grades will be published along with the Dalhousie Academic Dates for each academic year. For 2020/21 academic year, the final grade submission dates are:

- ▶ **Fall Term** **December 30, 2020**
- ▶ **Winter Term** **April 30, 2021**

For further details, particularly for the responsibility of course instructors, refer to the [Grading Practices Policy](#).

Although the deadline to submit grades is earlier, the electronic grade processing remains available for use during the following periods:

- ▶ **Fall Term** **September 1 to January 15**
- ▶ **Winter Term** **September 1 to May 15**
- ▶ **Summer Term** **May 1 to August 31**

Once the grade submission deadline for the term has passed, grade submission can no longer be made online. Fillable pdf copies of grade return sheets for courses that have missed the deadline for online submission will be distributed to the primary instructor. Once completed, the grade return sheet should be returned to the Registrar's Office. For non-standard courses continuing beyond the normal end of the term, please contact the Registrar's Office at ro.records@dal.ca for assistance with online grade submission.

If you've given a student an extension to complete your course, enter and approve a grade (eg. INC or ILL) in [Dal Online](#) before the deadline above. This will allow you to immediately change the grade on the student's record through Dal Online; see Changing a Grade below. **Without an initial grade** before the deadline above, a grade return sheet will need to be processed.

For online grade submission we also have a [Step by Step Guide](#) on submitting grades using Dal Online.

POSTING GRADES

When Will Grades Appear on Student Transcripts?

The Registrar's Office performs a nightly process that posts grades into the Student Information System starting the last day of classes of each term for approximately six weeks. All grades entered and approved by 5pm will be included in the overnight grade roll and will appear on transcripts by the next morning. Outside of these time periods the process is run once a week. In the interest of protecting the privacy of student information, grades may not be posted publicly.

CHANGING A GRADE

When it is necessary to change a grade, changes can be made online up to the deadline. If you require assistance please refer to our [Help Guide](#).

Deadlines for Submission of Revised Grade

Fall term classes	February 1
Winter and Regular Term Classes	June 1

May – June Classes	August 1
May – August Classes	October 1
July – August Classes	October 1

After the deadline, with the approval of the appropriate Faculty or School, a Grade Change form should be submitted to the Registrar’s Office on the Halifax Campus, the Enrolment Services Centre on the Truro Campus or the Enrolment Services Centre on the Sexton Campus.

REASSESSMENT OF A FINAL GRADE

Students who have questions about final grades are encouraged to discuss them first with the course instructor. Students may also consult the Chair of the department, Director of the school/college, Dean of the faculty, or the Student Advocate.

If the student’s concerns cannot be resolved, they may also use the formal process that follows for the re-assessment of final grades. Once a final class grade has been submitted to the Registrar, a student who wishes to have a final grade reassessed should make a written request to the Registrar and pay the fee of \$50 per course. The request must identify the specific component which the student wishes reassessed and the grounds for the request. Such requests must be made by the following deadlines:

Fall term classes	March 1
Winter and Full Year classes	July 1
May – June classes	September 1
May – August classes	November 1
July – August classes	November 1

When such a request is received, the Registrar will forward it to the Dean of the faculty or Director of the school/college offering the class. The reassessment will be conducted according to procedures developed for this purpose by the faculty or school/college. These should reflect the nature of the academic disciplines and assessment involved, and they should provide for a review of the assessment by a qualified person or persons not responsible for the original evaluation.

The student will be notified by the Registrar’s Office of the outcome of the reassessment. If the reassessment results in the assignment of a grade that is different (higher or lower) from the original one, the new grade will replace the original one and the fee will be refunded.

LATE GRADES

Late submission of grades has a significant impact on students. Academic standing is not accurate until all grades are received. Late grades could result in a student deemed eligible to return to study to be ineligible and vice versa. Late grades will also affect prerequisites for the following term’s registration resulting in students no longer satisfying or meeting prerequisites. Due to the competitive nature of scholarships, late submission of grades may have an adverse effect on scholarship assessment.

ASSIGNABLE GRADES

Dalhousie uses defined letter grade; with associated GPA values and written definitions.

GRADE	PERCENTAGE	GRADE POINT AVERAGE	DEFINITION
A+	90 – 100	4.30	Excellent Considerable evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; outstanding grasp of subject matter; evidence of extensive knowledge
A	85 – 89	4.00	
A–	80 – 84	3.70	
B+	77 – 79	3.30	Good Evidence of grasp of subject matter, some evidence of critical capacity and analytical ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.
B	73 – 76	3.00	
B–	70 – 72	2.70	
C+	65 – 69	2.30	Satisfactory Evidence of some understanding of the subject matter; ability to develop solutions to simple problems; benefiting from their university experience.
C	60 – 64	2.00	
C–	55 – 59	1.70	
D	50 – 54	1.00	Marginal Pass Evidence of minimally acceptable familiarity with subject matter; critical and analytical skills (except in programs where a minimum grade of “C” or “C+” is required).
FM		0.00	Marginal Failure Available only for Engineering, Health and Commerce.
F	0 – 49	0.00	Inadequate Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills; limited or irrelevant use of the literature.
INC		0.00	Incomplete
W		Neutral and no credit obtained	Withdrew after deadline
ILL		Neutral and no credit obtained	Compassionate reasons, illness
P		Neutral	Pass
TR		Neutral	Transfer credit on admission
Pending		Neutral	Grade note reported

ILL (Neutral)

Compassionate Reasons and/or Illnesses

A grade of ILL should be reported if the student has provided the instructor with an appropriate certificate from a physician. The instructor should not normally accept such certificates after a lapse of more than one week from the examination or assignment completion date. For exceptional circumstances other than illness, appropriate documentation, depending on the situation, should be required.

ILL is neutral for GPA purposes and credit does not accrue. ILL may be either a final grade, or an interim grade in cases where completion of requirements is anticipated. For credit to be obtained, a passing grade must subsequently be supplied to the Registrar's Office (see submission dates below).

INC (0.00 grade point value)

Incomplete

This grade should be reported only when special circumstances, such as the death of a close relative, makes it impossible for the student to complete their work. A student who is simply late with their work should be reported as "F", not as INC. Incomplete work in a class must be completed, marked and a grade supplied to the Registrar's Office by the dates specified below.

The Registrar's Office is not permitted to accept a late clearance of INC or late grade changes other than those due to errors. If there are exceptional circumstances, a recommendation should be forwarded to the appropriate Assistant Dean or Director of school.

Unless INC is changed, it counts in the GPA and has a **grade point value of 0** — it is a failing grade. Exceptions to this rule will normally be extended only to courses that require fieldwork during the summer months. At present, the list of these courses consists of ENVS 3000, ENVS 3001, ENVS 4901, ENVS 4902; LEIS 4496; NURS 2220, NURS 3290 AND NURS 4240; PHAR 3000; SLWK 2001, SLWK 3020, SLWK 4020, SLWK 4030 and courses in the Bachelor of Agriculture — International Food Business program.

Deadlines for Submission of Revised Grade to Replace an ILL or INC:

Fall term classes	February 1
Winter and Regular Term Classes	June 1
May – June Classes	August 1
May – August Classes	October 1
July – August Classes	October 1

A grade of INC will be recorded by the Registrar after these deadlines where no other grade is reported or where an unofficial grade is reported.

FM (0.00 grade point value)

Marginal Failure

This assignable grade is available in the faculties of Engineering, Health and the School of Business.

IP (neutral)

In Progress

This grade is not available for courses at the undergraduate level. It is used only for these at the Master's and Doctoral levels, for certain Health courses which are ongoing (e.g. IPHE 4900), and for certain graduate courses that constitute an ongoing project.

W (neutral)

Withdrew After the Deadline

A voluntary withdrawal is processed only when initiated by the student. A "W" will be displayed where it has already been assigned.

TR (neutral)

This is a transfer credit on admission.

Pending (neutral)

This grade is assigned by the Registrar when there is another process underway in relation to the course.

WAIVER OF REGULATIONS

UNDERGRADUATE PROGRAMS

University Regulations

University regulations may not be waived by the Registrar's Office or Dean's Office and students must follow the appeal processes described in the relevant section of the Academic Calendar (dal.ca/academiccalendar).

Academic Regulations

Academic regulations may be waived by the Registrar's Office with the support of the Dean of the relevant Faculty or their designate. Students must complete a Waiver of an Academic Regulation form through DalOnline, providing relevant information regarding their request. The submission will be reviewed by the Dean's designate and the Assistant Registrar, Records & Academic Support before being approved for processing. Students can track the progress of an academic waiver through DalOnline. Please contact ro.records@dal.ca if you have any questions about the academic waiver process.

Faculty Regulations

The Dean or designate may waive Faculty regulations and notify the Registrar's Office by submitting a Waiver of an Academic Regulation form (dal.ca/appeals).

Departmental Regulations Waiver

Departmental regulations, such as the requirement for the completion of a particular course in a major, may be waived by the appropriate school/ department. When approval is granted to the student, the Registrar's Office should be notified by submitting a Waiver of a Departmental Requirements form. If department administrator has run out of copies, please contact the Registrar's Office. Alternatively, email the details of the waiver to degreeaudit@dal.ca to have the student's Degree Audit updated.

Faculty of Agriculture

Starting September 2013 all students enrolled in the Faculty of Agriculture will follow the aligned academic regulations as described in the calendar (dal.ca/academiccalendar).

Students who feel a new regulation disadvantages them, and who started their program of study under the former NSAC calendar, may request a waiver to be considered under the former regulation.



ACADEMIC STANDING

Students' academic standing is normally assessed at the end of each academic term, including the summer term.

Fall Term	First week in January
Winter Term	First week of May
Summer Term	Last week in August

GOOD STANDING

Students who meet the required cumulative GPA of 2.00 are considered to be in good academic standing for all faculties except Dentistry, Law, Medicine, Bachelor of Science (Nursing) and Graduate Studies.

PROBATION

Students with a cumulative GPA of less than 2.00 and greater than or equal to 1.70 who have completed at least 24 credit hours will be placed on academic probation.

Students are eligible to continue to register at Dalhousie while on probation provided they satisfy the grade point average requirements outlined in Section 19 of the Academic Regulations (dal.ca/academiccalendar under "Academic Regulations").

Bachelor of Science (Nursing) Degree Program (Admitted in Sept 2016 or later) students with a cumulative GPA of less than 2.29 and greater than or equal to 1.7 who have completed at least 24 credit hours will be placed on academic probation.

ACADEMIC DISMISSAL

Students with a cumulative GPA of less than 1.70 who have completed at least four full credits will be academically dismissed for a 12-month period.

Students must be in good standing to take a class at another institution for credit at Dalhousie. A Letter of Permission will not be issued to a student on probation or who has been academically dismissed.

Students on probation who do not achieve a term GPA of 2.00 or greater will be academically dismissed for a 12-month period.

Bachelor of Science (Nursing) Degree Program (Admitted in Sept 2016 or later) students on probation are allowed to continue to register on probation provided their term GPA is at least 2.30. Students who are on probation who do not achieve a term GPA of 2.30 will be academically dismissed. If a BSc (Nursing) student is readmitted, failure in any course (including non-nursing courses, core nursing courses including clinical practica and electives) will result in dismissal from the Nursing program.

BEng and DipEng students who fail the same course more than once will be dismissed.

BComm (Co-op) student who fail the same required course twice will be dismissed or who fail their second attempt at the same work term course will be dismissed.

DEAN'S LIST

Full-time students pursuing a degree will be assessed for eligibility for the Dean's List at the end of each academic term. Students who take a minimum of nine credit hours in a term and achieve a term GPA of 3.70 will be placed on the Dean's List.

Part-time students will be considered once at the end of each academic year. For this purpose, a part-time student is one who takes at least nine credit hours during the academic year but less than nine credit hours in any one term in the academic year. The student must achieve a GPA of 3.70 in every term in the academic year.

The number of students placed on the Dean's List will normally not exceed 15% of the class. Students registered for full year courses (courses that run from September through April) will be considered for the Dean's List when full year course results are available. The notation "Dean's List" will appear on the transcript.

GRADUATION WITH DISTINCTION

Faculties of Agriculture, Architecture and Planning, Arts and Social Sciences, Computer Science, Engineering, Science and Management

A cumulative GPA of at least 3.70 is required to graduate with distinction. For the purpose of determining whether a student will graduate with distinction, all courses taken while registered in a level of study at Dalhousie, including courses taken on letter of permission, repeated courses, and courses for which non-passing grades were obtained, are included. At least half of the courses must be completed at Dalhousie. The notation "Distinction" will appear on the transcript.

For honours students, instead of Distinction, they are assessed for First Class Honours, which requires an Honours GPA, as calculated on the degree audit, of at least 3.70 and a qualifying exam result of at least A- or pass.

Faculty of Health

A cumulative GPA of at least 3.70 is required to graduate with Distinction from the Faculty of Health programs. For the purpose of determining whether a student will graduate with distinction:

- ▶ credits that are transferred into a degree program from other Dalhousie programs are included in final GPA calculations; and
- ▶ credits from programs outside Dalhousie taken prior to program entry are not used in final GPA calculations.

Credits taken on a Letter of Permission while in the program are used towards distinction calculations. At least half of the courses must be completed at Dalhousie. Students who have been on the Dean's List for three of the four years of the BSc Pharmacy program and have a cumulative GPA of at least 3.70 or higher will graduate with Distinction.

Sexton Distinction List

Students pursuing a degree in the Faculties of Architecture and Planning, Computer Science, and Engineering who have achieved a cumulative GPA of 3.85 upon graduation will be placed on the "Sexton Distinction List". The notation "Sexton Distinction" will appear on the transcript.

GRADUATION

Senate meets twice (Spring and Fall) per year to award degrees. Lists from the faculties are to be submitted in advance by the pre-determined deadline via excel spreadsheet to graduation@dal.ca.

- ▶ Fall 2020 Submission Deadline — September 24, 2020
- ▶ Senate Awards Degrees — September 29, 2020
- ▶ Spring 2021 Submission Deadline — May TBD
- ▶ Senate Awards Degrees — May TBD

Any late submissions are only to be e-mailed to graduation@dal.ca. The Registrar's office will review the submission and be responsible for putting forward the late names to senate.

Deadline for submission of Letter of Permission grades for graduation:

Fall 2019 — August 31, 2020

Spring 2020 — TBD

Deadline for academic record changes including changes of grades, departmental waivers, etc

Fall 2019 — September 14, 2020

Spring 2020 — TBD

Questions regarding this process can be sent to graduation@dal.ca.



CONVOCATION CEREMONIES

Dalhousie University typically holds two Convocation seasons each year (Spring and Fall) to confer degrees and diplomas to graduating students. The planning for these University events is the responsibility of the Registrar's Office.

The schedule of Convocation dates is posted online immediately following the current Convocation season. Visit the [Convocation Website](#) for information about ceremony dates, guest invitations, academic dress and other information.

Convocation Vision

To offer a meaningful, memorable, and inclusive capstone celebration, marking the transition from students to alumni, infused with a tone of pride and possibility.

Convocation Mission

To confer degrees upon graduating students and celebrate their academic accomplishments with family, friends and supporters.

Convocation Guiding Principles and Values

The tone and format of Convocation are guided by the following principles, balanced against operational feasibility:

- ▶ Offering a sense of occasion; a worthwhile event for graduates;
- ▶ Celebratory and inspiring;
- ▶ Warm and personal;
- ▶ Inclusive and accessible;
- ▶ On par with, or exceeding the experience at peer institutions;
- ▶ Embracing Dalhousie's evolving traditions and values.

How faculty and staff can celebrate with graduates?

- ▶ **Volunteer to be a marshal during the ceremonies** — Marshals play multiple roles during the ceremonies — support to graduates as they line up, distribute namecards, ensure graduates are lined up appropriately, assist with late graduates, lead graduates into the auditorium and oversee the flow of graduates through the ceremony
- ▶ **Join the academic procession** — Show your support of graduates by joining the academic procession and sit onstage
- ▶ **Assist graduates with pinning their academic hood** — Some graduates are nervous the moments leading up to the ceremony and need a little help with pinning their academic hood to their gown
- ▶ **Mingle during graduate line-up**



ADDITIONAL RESOURCES

Dalhousie Student Affairs helps support students' academic and career preparation, health and wellness, personal and social development, and with their enrolment and registrarial support needs. Use this resource directory to learn about the supports that are available to students, and to point them in the right direction if they have questions.

Tips for making a good referral:

- ▶ Be as clear and concise as possible
- ▶ Be detailed and informative — the more details you provide, the better
- ▶ When you can, call the unit or service you are referring the student to ahead of time
- ▶ Be mindful of compassion fatigue — becoming less engaged and helpful because of the number of times you receive a question (for the student, it's likely their first time asking!)

ACADEMIC SUPPORT

dal.ca/learnwell

GPA Calculator

dal.ca/gpa

Student Success

Halifax:

dal.ca/studentsuccess

advising@dal.ca or

first.year.advising@dal.ca

902.494.3077

Truro:

dal.ca/acstudentsuccess

ssdalacc@dal.ca

902.893.6672

Accessibility

dal.ca/accessibility

Halifax:

access@dal.ca

902.494.2836

Truro:

ssc@dal.ca

902.893.6672

Libraries

dal.ca/libraries

Study Skills & Tutoring

dal.ca/sfs

Halifax:

sfs@dal.ca

902.494.3077

Truro:

ssdalac@dal.ca

902.893.6672

Registrar's Office

dal.ca/registrar

Halifax:

studentonline@dal.ca

902.494.2450

Truro:

902.893.6722

On Track Programs

dal.ca/ontrack

Writing Centre

dal.ca/writingcentre

Halifax:

writingcentre@dal.ca

902.494.1963

Truro:

m.rovers@dal.ca

902.893.6672

CAREER PLANNING & PREPARATION

dal.ca/leadwell

Career Information

Halifax:

dal.ca/studentsuccess

Career.services@dal.ca

902.494.3537

Truro:

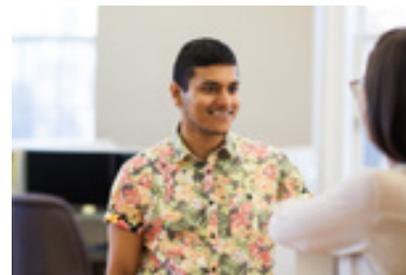
dal.ca/acstudentsuccess

careerac@dal.ca

902.893.6672

On Campus Employment

MyCareer: mycareer.dal.ca



HOUSING

Residence

dal.ca/residence

Halifax:

residence@dal.ca

902.494.1054

Truro:

resdalac@dal.ca

902.893.7519

Off-Campus Housing

dal.ca/offcampushousing

COMMUNITY CONNECTIONS

dal.ca/campuscommunities

Black Student Advising Centre

dal.ca/bsac

Halifax:

bsac2@dal.ca

902.494.6648

Truro:

ssdalac@dal.ca

902.893.6672

Indigenous Student Centre

dal.ca/indigenous

Halifax:

indigenous@dal.ca

902.494.8863

Truro:

arthur.stevens@dal.ca

902.896.4486

International Centre

dal.ca/internationalcentre

Halifax:

international.centre@dal.ca

902.494.1566

Truro:

markmason@dal.ca

902.893.6905

LGBTQ2SIA+ COLLABORATIVE

dal.ca/collaborativeplus

Multifaith Services (Halifax)

dal.ca/multifaith

multifaith@dal.ca

902.494.2287

South House Sexual & Gender Resource Centre (Halifax)

southhousehalifax.ca

outreach@southhousehalifax.ca

902.494.2432

FOOD & RETAIL

Bookstore

dal.ca/bookstore
bookstore@dal.ca

Halifax:
902.494.2460

Truro:
902.893.6728

Dalcard

dal.ca/dalcard

DSU Food Bank (Halifax)

dsu.ca/foodbank
902.494.1106

DSU Market (Halifax)

dsumarket.ca

Food Services

dal.ca/foodservices
Halifax: food@dal.ca
Truro: julie.fowler@compass-canada.com

Loaded Ladle (Halifax)

loadedladle.com
902.494.6662
info@loadedladle.com

WEALTH & WELLNESS

dal.ca/livewell

Health & Wellness

Halifax:
dal.ca/livewell
livewell@dal.ca
902.494.2171

Truro:
dal.ca/achealth
ssdalac@dal.ca
902.893.6369

Dal Thrive

dal.ca/thrive

Well Track

dal.ca/welltrack

Fitness and Recreation

Halifax:
Dalplex Fitness Centre
dal.ca/dalplex
dalplexinfo@dal.ca
902.494.3357

Sexton gym
dal.ca/sextongym
dalplexinfo@dal.ca
902.494.6053

Truro:
Langille Athletics Centre
dal.ca/langille
902.893.6660

PRO Social

theprosocialproject.ca

Stay Connected

dal.ca/stayconnected

Health Insurance Plan(s)

dsu.ca/health-plan

Halifax:
dsuhealth@dal.ca
902.494.2850

Truro:
dsuhealthtruro@dal.ca
902.893.4904

Q-Life

Dal.ca/resilienceproject

MONEY MATTERS

dal.ca/moneymatters

Registrar's Office

dal.ca/registrar

Halifax:
admissions@dal.ca
902.494.2450

Truro:
Enrolment Services Centre
enrolment.services@dal.ca
902.893.6722

Fee calculator

dal.ca/feecalculator

Student Accounts

dal.ca/moneymatters

GETTING INVOLVED ON CAMPUS

dal.ca/getinvolved

Dalhousie's Co-Curricular Record (CCR)
dal.ca/ccr

Leadership Programs
Halifax:
Dal Connects
dal.ca/dalconnects
Truro:
SAIL Program
dal.ca/sail

Dal After Dark
dal.ca/afterdark

Dalhousie Rams
dal.ca/rams

Dalhousie Tigers
daltigers.ca

Intramurals
dal.ca/intramurals

Sports clubs (Halifax)
athletics.dal.ca/dalstudents/competitive_clubs

Societies
Download the DSU App:
[available on the Google Play / App Store](#)

Student Events
dal.ca/studentevents

Ways To Get Involved
dal.ca/getinvolved

SAFETY & RESPECT

Human Rights & Equity Services
dal.ca/hres
hres@dal.ca
902.494.6672

Dal Safe App
dal.ca/dalsafe

Dal Alert
dalalert.dal.ca

Security Services
dal.ca/security
Halifax:
security@dal.ca
General: 902.494.6400
Emergency: 902.494.4109

Truro:
security@dal.ca
General: 902.893.4190
Emergency: 902.893.6369

Getting Home Safely
Halifax:
Tiger Patrol
dal.ca/tigerpatrol
902.499.1831 or
902.718.9908
Truro:
Safewalk Service
dal.ca/safewalk
902.893.4190

SOLVING PROBLEMS

Student Conduct Office
dal.ca/think
Lyndsay.anderson@dal.ca
902.494.4140

Ombudsperson
dal.ca/ombudsperson
ombuds@dal.ca
902.494.2665

DSU Student Advocacy Service (DSAS)
dsu.cadsas@dal.ca
902.494.2205

Equity and Accessibility Office
dsu.ca/equitydsu
dsuequity@dal.ca

Social Worker (Halifax)
Hazel.ling@dal.ca
902.494.6351