

# Request for Transfer Credit

Students who have taken courses elsewhere may apply to have these courses applied to their Local Government Certificate programs. For courses to be considered, the following criteria must be met:

1. The course curriculum is comparable.
2. The course incorporated the same level of academic rigor.
3. The course was taken from a recognized post secondary institution.
4. There was a formal process of student assessment.
5. The course was completed within the last 10 years.
6. A grade of B or equivalent or better was attained.

Applications for transfer credit should include the name of the certificate(s) for which you are applying, a full description of the course(s) taken from the other institution including, if possible, a full course syllabus, an official transcript from the issuing institution. \* Work experience may be a consideration in granting transfer credit but will not in itself be sufficient.

It is the student's responsibility to ensure that their application for transfer credit is complete.

Certificate courses for which you are applying for transfer credit:

- Local Government
- Local Government Finance
- Local Government Accounting
- Organizational Behaviour and Leadership
- Organizational Design Management
- Financial Management
- Human Resource Management
- Sustainable Communities
- Citizen Engagement and Consultation
- Public Administration Professionalism
- Municipal Law I
- Municipal Law II
- Property Taxation and Assessment
- Policy Planning and Program Evaluation
- Freedom of Information and Privacy Foundations

Please submit this form along with payment and all required documentation to support your application to:

**Program Manager**  
Local Government Certificate Programs  
College of Continuing Education  
1459 LeMarchant Street, Suite 2201, PO Box 15000 Halifax, NS B3H 4R2  
Phone: (902) 494-7459 Fax: (902) 494-3662 locgovt@dal.ca

*\*An official transcript is one that is sent directly from the issuing institution or is delivered under seal.*