

ADVANCED PLACEMENT REQUEST FORM (REG 3.7)

** This form must be completed and submitted to FGS within the first academic term of a student's program to be eligible for consideration**

ADVANCED PLACEMENT REQUEST FOR APPROVAL:

Advanced placement reduces the total credit hour requirements of a Graduate degree program in recognition of substantially equivalent content completed as part of a degree either at Dalhousie or at another degree-granting institution. Dalhousie University may approve up to 6 credit hours of Advanced Placement (up to a maximum of 33% of the total course content within the current degree) for graduate-level courses completed within a previous undergraduate or graduate program. To be considered for advanced placement, the courses must either be deemed comparably equivalent to specific courses required within the current program or, if applicable, be identified as suitable to meet general elective degree requirements. Supporting documentation must be provided to demonstrate curricular equivalence and coverage of course and program-level learning outcomes and content of specific Dalhousie courses. While FGS requires a minimum grade of "B" to be considered for advanced placement, some programs may require higher grades. Note that some programs at Dalhousie do not permit Advanced Placement, and some programs have specific agreements in place which have already confirmed curricular equivalence. Please consult with your program coordinator to determine if any of these agreements apply.

Advanced placement is not automatic, and requires approval by both the graduate coordinator and the Faculty of Graduate Studies.

SURNAME:	FIRST NAME:	BANNER ID:
CURRENT PROGRAM:		
TELEPHONE NUMBER:	EMAIL:	
CURRENT MAILING ADDRESS:		

		TO BE COMPLETED BY GRADUATE COORDINATOR			
INSTITUTION	PREVIOUS COURSE COMPLETED	DALHOUSIE COURSE CODE (OR GENERAL ELECTIVE)	CURRICULUM MAPPING COMPLETE	RECOMMEND FOR APPROVAL	ADDITIONAL INFO ATTACHED
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

- All courses must have been completed within 10 years of receipt of the request for advanced placement at FGS to be eligible for consideration.
- The total number of credits granted for courses completed outside of Dalhousie University may not exceed 33% of the course requirements of a degree unless completed as part of an approved exchange, joint or combined program. In some instances, students may be required to replace core courses granted through advanced placement with additional credit hours of electives within their graduate program to meet this requirement.

PROGRAM REVIEW CHECKLIST: (TO BE COMPLETED BY GRADUATE COORDINATOR)	
<input type="checkbox"/>	Confirm that the courses under consideration are graduate level, and have been completed at a degree-granting institution or at an institution for which an active Memorandum of Understanding exists.
<input type="checkbox"/>	Copies of course descriptions/syllabi received for each of the courses being considered
<input type="checkbox"/>	Comparison with specific Dalhousie Course completed and deemed equivalent, or for the case of general elective credit, confirm topic coverage is consistent with the expectations for general electives within the program.

SIGNATURE/NAME—STUDENT	DATE	SIGNATURE/NAME—GRADUATE COORDINATOR	DATE
SIGNATURE/NAME— FACULTY OF GRADUATE STUDIES	DATE		

SUBMIT TO: COMPLETED FORM, WITH ORIGINAL SIGNATURES MUST BE SENT TO GRADUATE.STUDIES@DAL.CA FROM A VALID DEPARTMENTAL DALHOUSIE EMAIL ACCOUNT.