

TRANSFER CREDIT REQUEST FORM (REG. 3.8)

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

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

TRANSFER CREDIT REQUEST FOR APPROVAL:

Dalhousie University may approve transfer credits for graduate courses completed at a recognized university which are deemed comparably equivalent to courses required within the student's current program (up to a maximum of 33% of the total course content within the current degree). To qualify for transfer credit, the previous course(s) completed must not have been counted towards a previous degree. Supporting documentation must be provided to demonstrate curricular equivalence and coverage of course and program-learning outcomes and content of the Dalhousie course equivalent. In the case of transfer credits applied as a general elective within the program, supporting documentation must demonstrate topic coverage consistent with the expectations for general electives in the program. Note that for courses taken above and beyond the requirements of a previous degree, supporting documentation must also be provided to clearly demonstrate that the transfer credits being requested were not counted towards the previous degree.

INSTITUTION	PREVIOUS COURSE COMPLETED	TO BE COMPLETED BY GRADUATE COORDINATOR			
		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 considered for transfer credit must have been completed within the past 10 years 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 transfer credits with additional credit hours of electives within their graduate program.

PROGRAM REVIEW CHECKLIST: (TO BE COMPLETED BY GRADUATE COORDINATOR)	
<input type="checkbox"/>	If the previous degree was completed, the student must supply confirmation from the previous university of the previous degree requirements and a brief summary of how courses were/were not counted toward the previous degree.
<input type="checkbox"/>	Copies of course descriptions/syllabi received for each of the requested transfer credit courses
<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	SIGNATURE/NAME—OFFICE OF THE REGISTRAR	DATE

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