

2023-2024

Faculty/Staff Guide

**TO UNIVERSITY AND ACADEMIC
POLICIES AND STUDENT SERVICES**



Introduction

The Registrar's Office offers 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.

The Faculty/Staff Guide is an overview of the university and academic regulations, policies, and procedures that inform these services. Detailed information on these regulations is available in the academic calendars (dal.ca/academiccalendar) and the university secretariat policy repository (dal.ca/dept/universitysecretariat/policies.html). This guide addresses procedural issues related to these regulations and policies.

This guide is for Undergraduate Programs in the following faculties:

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

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 2023



Contents

Contact Information

For Questions About a Specific Service...
Don't See a Contact for your Question?

Undergraduate Academic Dates 2023-2024

Fall Term 2023
Winter Term 2024
Summer Term 2024
Other Academic Dates 2023-2024

Definitions

Course Codes
Subject Codes

Release of Information

University Regulations

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

Academic Calendar

Financial Assistance

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

5

Registration

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

26

8

11

Course Administration

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

31

19

21

23

24

Examinations

Tests

Official Examination Periods 2023–2024

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

Principles

Submission of Grades

Posting Grades

Changing a Grade

Reassessment of a Final Grade

Late Grades

Assignable Grades

Waiver of Regulations

Academic Standing

Good Standing

Probation

Academic Dismissal

Dean's List

Graduation with Distinction

36

Graduation

51

Convocation Ceremonies

52

Additional Resources

53

Academic Support

Career Planning & Preparation

Housing

Community Connections

Food & Retail

Wealth & Wellness

Money Matters

Getting Involved on Campus

Safety & Respect

Solving Problems

42

48

49



Contact Information

For Questions About a Specific Service...

Academic Integrity

ro.academicintegrity@dal.ca

For urgent inquires:

James Spray

Assistant Registrar Records & Graduation

james.spray@dal.ca

Academic Regulations

registrar@dal.ca

For urgent inquires:

Christine Wilson

Associate Director, Academic Regulations (acting)

christine.wilson@dal.ca

Admission Requirements, Academic Programs, and Admission Process

admissions@dal.ca

For urgent inquires:

Ann MacDonald

Associate Director, Admissions

ann.macdonald@dal.ca

Degree audit (DARS)

degreeaudit@dal.ca

For urgent inquires:

James Spray

Assistant Registrar Records & Graduation

james.spray@dal.ca

Graduation Eligibility and Parchments

graduation@dal.ca

For urgent inquires:

James Spray

Assistant Registrar Records & Graduation

james.spray@dal.ca

Academic Records, Academic Standing, Waivers, Submitting Grades, Adjustments to a Degree Audit

ro.records@dal.ca

For urgent inquires:

Charmaine Smith

Coordinator, Academic Records

charmaine.smith@dal.ca

Academic Transcripts and Confirmation of Enrollment Letters

registrar@dal.ca

For urgent inquires:

Jennifer Alabiso

Associate Director, Enrollment Service Operations

jennifer.alabiso@dal.ca

Convocation

convocation@dal.ca

For urgent inquires:

Brandi Trzop-Goodick

Assistant Registrar, Convocation and Projects,

brandi.trzop-goodick@dal.ca

Financial aid and scholarships

awards@dal.ca

For urgent inquires:

Bursaries and financial aid:

Justin McKiel

Assistant Registrar, Financial Aid

justin.mckiel@dal.ca

Scholarships and convocation awards:

John-Mark Dawson

Assistant Registrar, Awards

johnmark.dawson@dal.ca

Letters of Permission and Learning Agreements

lop@dal.ca

For urgent inquires:

Jan Nason

Assistant Registrar, Transfer

Credits & Student Mobility (acting)

jan.nason@dal.ca

Scholarships and Convocation Awards

awards@dal.ca

For urgent inquires:

John-Mark Dawson

Assistant Registrar, Awards

johnmark.dawson@dal.ca

Student Information and Systems: Data Requests

[RO Requests](#)

For urgent inquires:

Kelly Cantelo

Manager, Systems and Technology

kelly.cantelo@dal.ca

Timetable and Academic Scheduling, Course Cancellations, Exams, Registration Set-up, and Academic Calendar

[Timetable/Calendar/Exam Requests](#)

For urgent inquires:

Heather McGuire

Assistant Registrar, Academic Scheduling and Registration

heather.mcguire@dal.ca

Transfer Credit Assessments or Equivalences

transfercredits@dal.ca

For urgent inquires:

Jan Nason

Assistant Registrar, Transfer

Credits & Student Mobility (acting)

jan.nason@dal.ca

Recruitment Initiatives including Campus Tours

Recruitment inquiries: discover@dal.ca

Halifax campus tours: campus.tours@dal.ca

Truro campus tours: campustours.dalac@dal.ca

For urgent inquires:

Alyson Murray

Associate Director, Recruitment

alyson.murray@dal.ca

Don't See a Contact for your Question?

Services that are offered by other offices:

- To get a Dalhousie 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 information on fees or to make payments to a student account (student.accounts@dal.ca)

In addition to the services listed previously, 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.

Registrar's Office – General Inquiries

- Web: dal.ca/registrar
- Email: registrar@dal.ca
- Phone: (902) 494-2450
- Toll Free: 1 (866) 729-4400
- Fax: (902) 494-1630

For urgent inquiries:

Agricultural Campus

Jennifer Alabiso

Associate Director, Enrolment Service Operations

jennifer.alabiso@dal.ca

Sexton and Studley Campuses

Sarah Gaultois

Coordinator, Enrolment Processing and Support

sarah.gaultois@dal.ca

Office Locations

Studley Campus

Registrar's Office
Room 125, 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

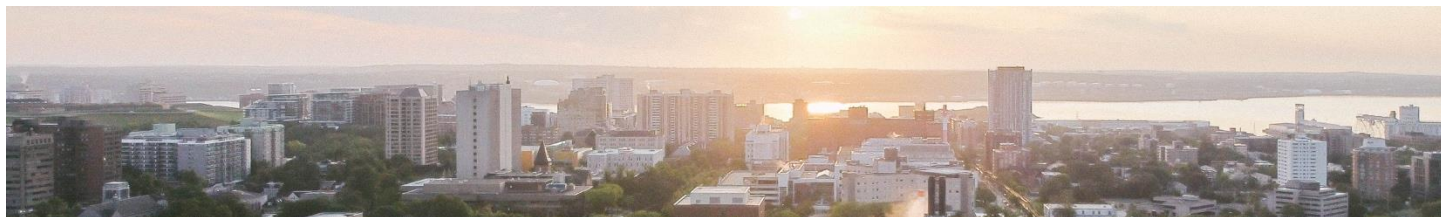
Agricultural Campus (Truro)

Enrolment Services Centre
Room 256, 21 Cox Road
Cox Institute
Truro, NS B2N 5E3
Phone: (902) 494-2450
Toll Free: 1 (866) 729-4400
Fax: (902) 895-5529

enrolment.services@dal.ca



Undergraduate Academic Dates 2023-2024



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 2023

Multi-Term courses or XY full year class	Sep 05/23 - Apr 09/24	Sep 19/23	Nov 02/23	Feb 06/24
---	-----------------------	-----------	-----------	-----------

(UG) (GR) Full Term	Sep 05/23 - Dec 06/23	Sep 19/23	Oct 04/23	Nov 02/23
------------------------------------	-----------------------	-----------	-----------	-----------

Winter Term 2024

(UG) (GR) Full Term	Jan 08/24 - Apr 09/24	Jan 22/24	Feb 06/24	Mar 06/24
------------------------------------	-----------------------	-----------	-----------	-----------

Summer Term 2024

(UG) (GR) Full Term	May 06/24 - Aug 05/24	May 21/24	Jun 04/24	Jul 03/24
------------------------------------	-----------------------	-----------	-----------	-----------

A (7 weeks)	May 06/24 - Jun 21/24	May 14/24	May 23/24	Jun 10/24
--------------------	-----------------------	-----------	-----------	-----------

A1 (3 weeks)	May 06/24 - May 28/24	May 09/24	May 13/24	May 21/24
---------------------	-----------------------	-----------	-----------	-----------

A2 (3 weeks)	Jun 03/24 - Jun 25/24	Jun 06/24	Jun 10/24	Jun 17/24
---------------------	-----------------------	-----------	-----------	-----------

B (7 weeks)	Jul 02/24 - Aug 19/24	Jul 10/24	Jul 18/24	Aug 06/24
--------------------	-----------------------	-----------	-----------	-----------

B1 (3 weeks)	Jul 02/24 - Jul 24/24	Jul 05/24	Jul 09/24	Jul 16/24
---------------------	-----------------------	-----------	-----------	-----------

B2 (3 weeks)	Jul 29/24 - Aug 20/24	Aug 01/24	Aug 06/24	Aug 13/24
---------------------	-----------------------	-----------	-----------	-----------

Other Academic Dates 2023-2024

2023

May

- Monday, 1 Co-op and Academic Summer term begins
- Tuesday, 2 Grades due for courses with formal exams
- Monday, 22 Victoria Day - University closed
- Monday, 29 to Friday, June 7 Spring Convocations

June

- Monday, 12 to Friday, 16 Summer Break for Full-Term Courses (except students in Co-op, Clinicals, or Internships)

July

- Monday, 3 Last day to apply to graduate in the Fall
In lieu of Canada Day - University closed

August

- Tuesday, 1 Classes end, Summer term
- Wednesday, 2 Break before exams
- Thursday, 3 Examinations begin
- Monday, 7 Halifax/Dartmouth Natal Day - University closed
- Monday, 14 Examinations end
- Thursday, 24 Grades due for courses with formal exams

September

- Monday, 4 Labour Day - University closed
- Tuesday, 5 Classes begin, fall term
- Tuesday, 19 Last day to apply for honours programs
Last day to change from Dalhousie to King's and vice versa

October

- TBD Fall Convocations
- Monday, 2 National Day for Truth and Reconciliation - University closed
- Monday, 9 Thanksgiving Day - University closed

November

- Monday, 13 In lieu of Remembrance Day - University closed
- Monday, 13 - Friday, 17 Fall Break (except students in Co-op, Clinicals, or Internships)

December

- Friday, 1 Last day to apply to graduate in the Spring
 - Tuesday, 5* ***Monday classes will be held**
 - Wednesday, 6* Classes end, fall term
***Monday classes will be held**
 - Thursday, 7 Break before exams
 - Friday, 8 Examinations begin
 - Tuesday, 19 Examinations end
 - Sunday, 31 Grades due for courses with formal exams
- *Tuesday December 5, 2023 and Wednesday December 6, 2023 - Monday classes will be held**

2024

January

- Monday, 1 New Year's Day - University closed
- Monday, 8 Classes begin, winter term

February

- Friday, 2 Munro Day - University closed
- Monday, 19 Nova Scotia Heritage Day - University Closed
- Monday, 19 - Friday, 23 Winter Break (except students in Co-op, Clinicals, or Internships)

March

- Friday, 29 Good Friday - University Closed

April

- Monday, 8** ****Friday classes will be held**
- Tuesday, 9** Classes end, Winter and Multi Term
****Friday classes will be held**
- Wednesday, 10 Break before exams
- Thursday, 11 Examinations begin
- Tuesday, 23 Examinations end

May

- TBD Spring Convocations
- Wednesday, 1 Grades due for courses with formal exams
- Monday, 6 Classes begin, summer term
- Monday, 20 Victoria Day - University closed

June

- Monday, 17 - Friday, 21 Summer Break for Full-Term Courses (except students in Co-op, Clinicals, or Internships)

July

- Monday, 1 Canada Day - University Closed
- Tuesday, 2 Last day to apply to graduate in the Fall

August

- Monday, 5 Halifax/Dartmouth Natal Day - University closed
- Wednesday, 7 Classes end, Summer term
- Thursday, 8 Break before exams
- Friday, 9 Examinations begin
- Wednesday, 14 Examinations end
- Saturday, 24 Grades due for courses with formal exams

****Monday, April 8, 2024 and Tuesday, April 9, 2024- Friday classes will be held**

Definitions

The following definitions are intended to facilitate an understanding of the calendar and not to define all words and phrases used in the calendar which may have specific meanings.

Academic Dismissal

A student's required withdrawal from a program due to unsatisfactory academic performance.

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.

Audit Student

A student permitted to attend courses 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 courses.

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 Masters 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 Faculty of Graduate Studies Regulations.

Co-operative Education

A program where academic study is combined with career related work experience.

Co-requisite

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

Course

A unit of study in a subject area. Such a course is identified by a course/subject label, number, credit value and title (e.g. ENGL 1100.03: Writing for University).

Credit

A unit by which University course work is measured. One course is normally worth one half credit or three credit hours.

Credit Hours

One course is normally equal to three credit hours (e.g. ENGL 1100.03: Writing for University = 3 credit hours).

CRN

Each course has a course reference number (CRN) attached to it. This number is to be used when registering for courses.

Crosslisted Courses

Courses are crosslisted based upon course content that deals with more than one subject area in a substantive way. The crosslisting 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 her or his 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 nine credit hours for UG, AC, HP level; six credit hours for TC level courses or more in either the Summer, Fall or Winter term.

Good Standing

Students who meet the required GPA are considered to be in good academic standing.

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.

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)
HP	Health
UG	Agriculture, Arts & Social Sciences, Computer Science, Engineering (Years 1 and 2) and Bachelor of Food Science, Management, Science

Multi-Term Course

Undergraduate Multi-Term Course: A course that spans multiple terms in an academic year. A final grade is awarded upon successful completion of the course

Graduate Multi-Term Course: A course that spans multiple terms in an academic year. A final grade is awarded upon successful completion of the course.

Graduate In-Progress Course: The grade of “In Progress” (IP) is used to identify and report on-going satisfactory progress in thesis, research projects, and courses/seminars structured to progress over a flexible number of academic terms. Students are expected to register in the course in each term that they are engaged in course-related activities. A final grade will be assigned in the academic term where course requirements are met.

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 either 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

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.

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 (e.g. for fieldwork or research).

Scholarship GPA

See Awards section.

Special Students

Students who are not candidates for a degree or diploma but who wish to take courses which may be allowed for credit. This is not the same as auditing a course. 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.

Thesis Only Fees

See Continuing Fees above.

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, e.g. 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. A person permitted to take courses at Dalhousie for transfer of credit to another university (Letter of Permission required).
- b. 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 course 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
- 0100-0300 Technology level courses
- 1000 level Introductory level courses
- 2000-4000 Advanced level courses
- 5000-9000 Graduate level courses (with some exceptions)

Subject Codes

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

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

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 relates to the degree awarded)
- Hometown and awards/distinctions 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](#).

Dalhousie University and The University of King's College are members of the MyCreds™ network, a national, shared service and platform that provides students and graduates access to a secure, online, password protected learner credential wallet. This virtual wallet allows you to view and share your verified and official transcripts in a digitized format on a 24/7 basis anytime, anywhere. For more information, visit dal.ca/transcripts.

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 as part of an 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 another person
- In compliance with Statistics Canada, a student's national personal identification number assigned by the university or college first attended will appear on the student's transcript of records.
- The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database by contacting us by:

Email: PSIS-SIEP_contact@statcan.gc.ca

Mail: Institutional Surveys Section

Centre for Education Statistics
Statistics Canada Main Building
SC2100-K Tunney's Pasture
Ottawa, ON K1A 0T6

- The Federal Students should also be aware that the Maritime Provinces Higher Education Commission (MPHEC) collects data on behalf of Statistics Canada, and that it uses the data for similar purposes. Statistics Canada will notify the MPHEC of any student choosing to have their personal information removed from the national database, and their information will subsequently be removed from the MPHEC's database. Further information on the use of this information can be obtained from the Statistics Canada Website www.statcan.gc.ca.

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

The University occupies a special place in society as an academic community with a responsibility for the discovery and sharing of knowledge in our diverse community. This aspiration can only be fulfilled with a commitment from all members of the University community to a living, learning, and working environment that is free of discrimination, harassment and violence and is also characterized by understanding, respect, trust, openness, and fairness.

The University takes responsibility to create and promote this environment with the expectation that all members of the University community, including Students, are committed to upholding it.

The University recognizes the complexity of Student life at a post-secondary institution and understands that Students may have differing experiences and backgrounds. Nevertheless, Students are responsible for their own actions and interactions with others. Students are required to conduct themselves responsibly in accordance with this Code of Student Conduct (“the Code”) and to be individually responsible for their actions whether acting on their own or in a group.

The primary purpose of the Code is to ensure that appropriate Student behaviour is well understood. This includes transparency and consistency in expectations for conduct and an educational and restorative approach to remedies. Punitive approaches may be deemed applicable in some circumstances.

The Code:

1. Defines Student rights, responsibilities and expectations;
2. Identifies activities and behaviours that constitute non-academic misconduct;
3. Ensures transparency, consistency and predictability in policies and procedures;
4. Identifies the process by which Student non-academic misconduct will be addressed.

For the full Code of Student Conduct please click [here](#).

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.

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, January 9, 2011, and June 13, 2016.

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](#)

[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 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 <https://academiccalendar.dal.ca>.



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 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. 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. Students will be notified of an in-course scholarship by their Dalhousie email in late summer.

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 [Dal Online](#) 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 Dal Online 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 and lending institutions 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 email their application to awards@dal.ca*

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 log in 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. See *Where to Go for Advising* under dal.ca/advising for contact and booking information for each.

Student Success Advisors, in the Bissett Student Success Centre: Academic Advising and Career Services, are available to speak with first- and second-year undergraduate Arts & Science students about any general academic concerns. See dal.ca/advising for contact and appointment booking information. Students on the Agricultural Campus may speak with an advisor in the Agriculture Campus 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. 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 to do so. 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 Credits

Students who have been accepted to a direct-entry undergraduate program at Dalhousie, paid the \$200 admission deposit, and submitted a [transfer credit request form](#) will have all previous post-secondary work, whether completed at the high school, college or university level, reviewed for potential transfer credit. Students accepted to a non-direct-entry, professional, or graduate program should consult with their faculty/school/department for more information about transfer credit processes. 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 post-secondary work completed prior to attending Dalhousie 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/transferecredits.

Admission to an 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 19**, 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 Towards Two Dalhousie Programs

Undergraduate Studies

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

- Only credit hours that are applicable to the program for the second degree may be counted for credit.
- 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 19**. Winter term courses can be added until **January 22**. 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 [Dal Online](#) 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 cognizant 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. **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 submitted to the Registrar's Office by the committee for inclusion in the calendar and the Student Information System via the Navigator Suite online portal. 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
- Number
- Credit Value
- Grading Scheme
- Title
- Course Description
- Cross-Listing Information
- Prerequisite Information
- Restriction Information
- Exclusion Information
- Teaching Format
- Course Hours (total hours including lecture/labs/compulsory tutorials hours per week)

Timetable Listings

Before each academic session, the Registrar's Office requests that departments provide details on all 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 classroom space is required). This information is entered in the online Timetable Assistant tool. 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 of 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 each year prior to registration opening. 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 who 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 [DalOnline](#). 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 prior to registration opening. 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 via Navigator Suite online portal.

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 through 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

International Centre, Faculty of Management, Faculty of Computer Science, 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 (christine.wilson@dal.ca) 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 \(dal.ca/learningagreement\)](http://dal.ca/learningagreement) 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 textbooks 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

Tests

Tests are normally scheduled during course time. Tests scheduled outside course time should not conflict with other regularly scheduled courses, and dates and times will be included in the course syllabus. No written tests or examinations, with the exception of project presentations and major papers, worth more than 25% of the final grade, may be held in the last two weeks of a term, without the explicit approval of the appropriate faculty, school or college. No tests may be held between the end of courses and the beginning of the official examination period, with the exception of those activity modules and laboratory courses in the Faculty of Health in which special facilities are required.

Official Examination Periods 2023–2024

Periods of approximately one and one-half weeks in December and three weeks in April are set aside each year for the scheduling of formal examinations. For the 2023/2024 academic year, the formal exam periods are as follows:

- **December 8-19, 2023** (exam schedule posted by October 1, 2023)
- **April 11-23, 2024** (exam schedule posted by February 1, 2024)

Please review the detailed [exam schedule](#) when posted. Every effort will be made not to schedule students for more than two examinations on the same day. You should contact the Dean's/ Director's Office of the appropriate faculty/school/college for assistance if you are scheduled for more than two exams on the same day.

For the 2023/2024 academic year, there will be a mix of online and in-person exams.

Examinations Scheduled by the Registrar

Instructors wishing to have examinations scheduled by the Registrar's Office must inform the Registrar by the beginning of courses in each of the Fall and Winter terms. A request for this information will be sent out at the beginning of each term from the Registrar's Office's Academic Scheduling & Examinations Unit. The Registrar will only schedule examinations that are included on the department's list. Requests may be for examinations that are either two or three hours in length.

Once the Registrar receives the information, a conflict-free examination schedule is created and posted on the web.

Instructors may also arrange their own examinations at times and places of their choosing during the formal examination periods, with the understanding that in cases of conflict of examinations for an individual student, the examinations scheduled by the Registrar's Office takes precedence. The exam time for independently scheduled examinations will not appear on the Registrar's schedule posted online.

Requests for an Alternate Final Examination Time Religious Holiday/Examination Schedule

Both online and in-person exams will be scheduled in Atlantic Standard Time in one of four time blocks during the day:

- 8:30am-11:30am
- 12:00pm-3:00pm
- 3:30pm-6:30pm
- 7:00pm-10:00pm

Online Exams

Two types of online exams can be scheduled:

Synchronous exams: All students write the final exam at the same time and in a fixed window of time. For example, all students would write a 2-hour exam on December 10 from 8:30-10:30am Atlantic Standard Time.

Fixed Range exams: The exam will be a fixed duration but students can choose when to start writing the exam over a specified period of time. For example, a 2-hour exam might be available at 8:30am Atlantic Standard Time on December 10 until 8:30am Atlantic Standard Time on December 11. Students will decide when during that period of time to write the exam.

Fixed Range exams will be scheduled using the start time of the exam. This is the time the exam will be released to students. This ensures that each student has, at a minimum, a 3-hour window in which to write the exam that is conflict-free and without more than two exams scheduled on that day.

Students may have more than two exams scheduled during the range of the exam; however, they will not have more than two exams scheduled on the day the fixed range exam is released.

Instructors may also choose to deliver a take home exam, or to schedule their own exam during the final exam period but must accommodate any conflicts between these exams and the exams scheduled by the Registrar's Office.

Requests for an Alternative 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 **the Student Accessibility Centre** at **902.459.2994, 902.494.2836** or access@dal.ca (Halifax Campuses) or **the Student Success Centre** at accessac@dal.ca (Truro Campus).

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.

Invigilation of Examinations

Once the examination schedule is available, the Registrar will assign Chief Invigilators to the large examination locations (Dalplex, Studley Gymnasium, Sexton Gymnasium, McInnis Room, first floor rooms in the Collaborative Health Education Building, and Langille Athletic Centre). The Registrar will also assign graduate students to assist faculty members at the large examination locations.

Invigilation Instructions

All efforts must be made to ensure fairness in examinations and to protect the integrity of the work and earned credit of each student.

Suspicion of Cheating:

- Invigilators, at the time of suspecting someone of cheating, should take the booklet away from the student, but issue another and allow the student to continue with the examination.
- The removed booklet should be annotated with a comment to the effect that cheating was suspected and details, if desired.
- Invigilators must report to the Chief Invigilator any suspected irregularity, such as any candidate found communicating with another in any way, or having unauthorized books or papers in their possession, even if their use cannot be proved.
- The Chief Invigilator must submit a written report to the Faculty Academic Integrity Officer, no later than the deadline for submission of final grades.

Examination Responsibilities of the Chief Invigilator:

- Full execution of responsibilities as Chief Invigilator is expected to ensure fairness in examinations for each student.
- Ensures AV equipment is arranged if required.
- Arranges the seating plan in advance, taking into consideration the length of each examination.
- Arrives at least 30 minutes before the scheduled exam start time.
- Ensures the examinations are conducted in the appropriate manner.
- Advises students of emergency procedures, including the location of emergency exits for the examination space.
- Informs students where to place all books, papers, electronic computing and data storage devices, cell phones and other communication devices, not specifically approved for use during the examination. Cell phones and other communication devices are to be turned off and placed under the student's chair.
- Requests that students place their ID cards on the top right-hand corner of their examination writing surface.
- Ensures that unnecessary conversation and other distractions are avoided.
- Ensures that regular monitoring of students takes place during the examination.
- Requests that students sign their examination booklet before submitting it.
- Gives warning to the candidates fifteen minutes before the time fixed for the closing of the examination and at that time announce that no candidate may leave the examination room until the end of the examination period.
- Ensures that each examination ends on time. Efficient movement of students in and out of examination rooms is particularly important, as there are only 30 minutes between examination periods.
- In absence of an Assistant Invigilator, carries out the duties of that position as listed below.

Examination Responsibilities of an Assistant Invigilator (large examination centres only):

- Knows the number of candidates writing.
- Arrives at the examination site 30 minutes before the scheduled start time.
- If the Assistant is unable to invigilate, they must contact the Registrar's Office immediately.
- Contacts Security Services if room is locked or booklets are not there.
- Ensures seating meets examination requirements.
- Ensures papers and examination booklets are properly distributed on the examination writing surfaces before the scheduled starting time of the examination.
- Collects and counts examination booklets at the end of the examination.
- Collects any unused examination booklets and places at the front of the room.
- Remains in the room until the next invigilator arrives.
- If it is the last examination of the day, secure the room at the end of the examination period.
- Returns any ID cards left behind to the Security Services Office.

Examination Responsibilities of Other Invigilators (departmental):

- Arrive 30 minutes before scheduled start time.
- Attend strictly to the supervision of the examination over which they preside.
- Give as few explanations and directions as possible; directions considered necessary should be given so as to be heard by all candidates.
- Abstain from answering questions about exam content.

Examination Responsibilities of the Department Chair:

- Appoint enough other invigilators for examinations set by that department, such that there is at least one for every fifty students writing.

Examination Responsibilities of Departments:

- Prepare their own examination papers and have sufficient copies made.
- Deliver these to the examination location at the proper time.
- Provide supervision for the examination set by that department under the general supervision of the Chief Invigilator.
- Take custody of their respective examination as soon as the examination has been concluded.

Frequently Asked Questions

1. When should the invigilator be in the examination room?

Not less than thirty minutes prior to the scheduled starting time of the examination. The examination room should be unlocked thirty minutes prior to the beginning of an examination.

2. When may candidates leave an examination?

No candidates shall be permitted to leave the examination room within the first half hour, unless accompanied by an invigilator.

During the examination, any candidate wishing to use the washroom may do so and will be accompanied by an invigilator of the same gender, where possible.

Candidates may not leave the examination room during the last fifteen minutes.

3. Are candidates allowed to enter the examination late?

No candidate may enter the examination more than half an hour after the examination has begun.

4. What should be done if:

Illness occurs after the examination commences?

Take the examination booklet from the student and indicate on it that the student left the examination due to illness.

The student continues writing after the examination has ended?

Advise the student that a line will be drawn through anything written after this point and an explanation written on the booklet.

The student cannot present a valid Dalhousie photo ID?

Indicate on the examination booklet, or the examination itself if booklets are not being used, that the student did not have an ID.

5. What should be done in case of an emergency?

Medical Emergency

Call Dalhousie Security Emergency at 4109 (Halifax Campus) or 902-893-4190 (Truro Campus)

Bomb Scare

Call Dalhousie Security Emergency at 4109 (Halifax Campus) or 902-893-4190 (Truro Campus)

Fire

Instruct students to remain calm. Initiate alarms by activating the alarm pull station. The system will automatically signal Dalhousie Security who will call the Fire Department and dispatch an officer to assist. Follow posted "Emergency Procedures".

If the examination room is locked or examination booklets are not in the room, call Dalhousie Security at 6400 as staff can provide keys and examination booklets.

6. Cancellation of examinations due to storm.

Please visit dal.ca/senate for the policy on cancellation of examinations due to a storm.

Grades

Principles

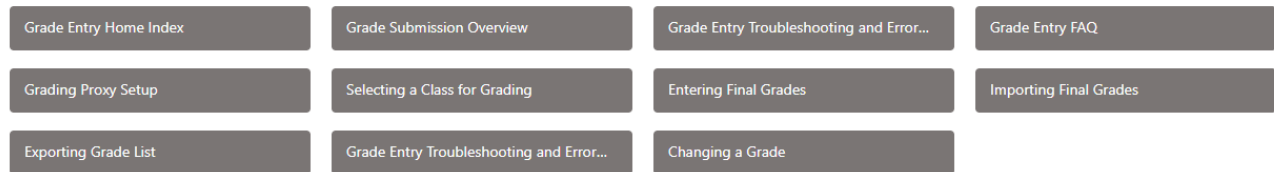
The purpose of this Statement of Principles is to ensure:

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 Dal Online grade sheet, or by importing grades from a spreadsheet or text file. Further instructions are available via the [Dal Online Help Centre](#).

Grade Submission



If a student is attending a course but not registered, the student must complete an academic waiver form to request backdated registration in the class. Students can submit waivers themselves in DalOnline.

If a student is on the class list (registered) but has not attended, 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 2023/24 academic year, the final grade submission dates are:

- **Fall Term** **December 31, 2023**

- **Winter Term** **May 2, 2024**

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

The grade submission deadline is important to adhere to as it determines academic standing and eligibility to graduate. In addition, inquiries to faculty and staff will increase from students after the grade deadline has passed due to the importance of academic planning for students. 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**

For grades that need to be entered outside of the online grade entry process, fillable PDF copies of Grade Return Sheets for courses that have missed the deadline for online submission will be distributed to the home department for the course for further distribution 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.

N.B. For extenuating circumstances, e.g., an extension for a student to complete your course, enter a grade of either INC (incomplete – behaves like an F on GPA) or ILL (neutral impact on GPA) in [DalOnline](#). 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.

Posting Grades

When Will Grades Appear on Student Transcripts?

The Registrar's Office banner processes each evening (after 6pm) that posts grades into the Student Information System starting the last day of classes of each term for approximately six weeks. This grade roll will pull courses you have graded and saved in DalOnline, and roll them to the academic records. Outside of these time periods the process is run once a week. In the interest of protecting the privacy of student information, grades should not be posted publicly.

Changing a Grade

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

Deadlines for Submission of Revised Grade

- Fall Term Classes February 1
- Winter Term Classes June 1
- May – June Classes August 1
- May – August Classes October 1
- July – August Classes October 1
- Regular Term Classes June 1

After the deadline, with the approval of the appropriate Faculty or School of the student, a Grade Change form should be submitted to the Registrar's Office via ro.records@dal.ca.

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's Office, a student who wishes to have a final grade reassessed should make a written request to the Registrar's Office 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 Term Classes July 1
- May – June Classes September 1
- May – August Classes November 1
- July – August Classes November 1
- Regular Term Classes June 1

When such a request is received, the Registrar's Office 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 eligible to return to study to being deemed 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

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 base
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 higher minimum grade 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 not reported	
MT		Neutral	Not graded; part of a multi-term course	The grade assigned temporarily within a single academic year until all requirements of the multi-term course are complete. The final grade obtained in the multi-term course will replace the MT grade in each term
CR		Neutral	GPA neutral grading option due to extenuating circumstances	Credit obtained (requires a minimum passing grade in the course)
NCR		Neutral	GPA neutral grading option No credit obtained due to extenuating circumstances	

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/college.

Unless INC is changed to a higher grade, it counts in the GPA and has a **grade point value of 0** — it is a failing grade.

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

- Fall Term Classes February 1
- Winter Term Classes June 1
- May – June Classes August 1
- May – August Classes October 1
- July – August Classes October 1
- Regular Term Classes June 1

A grade of INC will be recorded by the Registrar's Office 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 grade of "W" will be displayed on the academic record.

TR (neutral)

This is a transfer credit on admission.

Pending (neutral)

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

MT (neutral): Multi-Term

This grade will be replaced with a final grade once all parts/requirements of the multi-term course have been completed.

CR (neutral) Credit

The grade is used only when a student has obtained a minimum passing grade in the course, but due to extenuating circumstances, has not obtained the grade they may have otherwise. The student receives credit for the course, but the GPA is not impacted by a low passing grade.

NCR (neutral) No Credit

This grade is used only when a student has failed or not been as successful in a course as expected because of extenuating circumstances. The student does not receive credit for the course, and the GPA is not impacted by a low or failing grade.



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 Dal Online, providing relevant information regarding their request. The submission will be reviewed by the Dean's designate and the Coordinator, Academic Records before being approved for processing. Students can track the progress of an academic waiver through Dal Online. 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 the 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

As of September 2013 all students enrolled in the Faculty of Agriculture 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 2023 Submission Deadline — September 15, 2023
- Senate Awards Degrees — September 22, 2023
- Spring 2024 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 2023 — August 31, 2023
- Spring 2024 — TBD

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

- Fall 2023 — September 15, 2023
- Spring 2024 — TBD

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



Convocation Ceremonies

Dalhousie University hosts 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 following the current Convocation season. Visit the [Convocation Website](#) for information about ceremony dates, guest invitations, academic dress and more.

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

Convocation celebrations should:

- Be meaningful, memorable, and celebratory for graduates and guests.
- Acknowledge tradition as balanced against ever-evolving traditions and values.
- Be inclusive of our diverse community.
- Be intimate and personalized, with a particular eye to the distinctiveness of each Faculty.
- Set best practice, and endeavor to exceed the experience at peer institutions.

How faculty and staff can celebrate with graduates:

- **Volunteer to be a marshal during the ceremonies** — Marshals play multiple roles during the ceremonies — supporting graduates as they line up, distributing name cards, ensuring graduates are lined up appropriately, assisting with late graduates, and leading graduates into the auditorium and overseeing the flow of graduates through the ceremony.
- **Join the academic procession** — Show your support of graduates by joining the academic procession and sitting onstage. You are not required to RSVP in advance, but you do need to reserve academic dress if you do not own your regalia. Watch for an email in the weeks before Convocation for a *Memo to the Dalhousie Community* that will have reservation information.
- **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** — As an integral part of the student experience, graduates welcome the opportunity to engage with faculty and staff members who helped them on their academic journey. Greet and congratulate graduates in the graduate lineup area on the 4th floor of the Dalhousie Arts Centre before joining the academic procession in the coat check area on the main floor of the Arts Centre a half hour before the ceremony begins.

Additional Resources

Academic Support

GPA Calculator

Student Success

- Halifax
(902) 494-3077
- Truro
(902) 893-6672

Accessibility

- Halifax
(902) 494-2836
- Truro
(902) 893-6672

Career Planning & Preparation

Career Information

- Halifax
career.services@dal.ca
(902) 494-3537
- Truro
careerac@dal.ca
(902) 893-6672

Housing

Residence

- Halifax
(902) 494-1054
- Truro
(902) 893-7519

Community Connections

Campus Communities

Black Student Advising Centre

- Halifax
(902) 494-2210
- Truro
(902) 893-6672

LGBTQ2SIA+ Collaborative

Food & Retail

Bookstore

- bookstore@dal.ca
- Halifax: (902) 494-2460
- Truro: (902) 893-6728

Libraries

Study Skills & Tutoring

- Halifax
(902) 494-3077
- Truro
(902) 893-6672

Registrar's Office

- Halifax
(902) 494-2450
- Truro
(902) 494-2450

On Campus Employment

- MyCareer

Off-Campus Living

Indigenous Student Centre

- Halifax
(902) 494-8863
- Truro
(902) 896-4486

Multifaith Services (Halifax)

- multifaith@dal.ca
(902) 494-2287

DalCard

DSU Food Bank (Halifax)

- (902) 494-1106

On Track Program

Writing Centre

- Halifax
(902) 494-1963
- Truro
(902) 893-6672

International Centre

- Halifax
(902) 494-1506
- Truro
(902) 893-6905

South House Sexual & Gender Resource Centre (Halifax)

- outreach@southhousehalifax.ca
(902) 494-2432

Food Services

- Halifax
- Truro

Loaded Ladle (Halifax)

Health & Wellness

Student Health and Wellness

- **Halifax**
(902) 494-2171
- **Truro**
ssdalac@dal.ca
(902) 893-6369

PRO Social

Money Matters

Money Matters

Registrar's Office

- **Halifax**
(902) 494-2450
- **Truro**
(902) 494-2450

Getting Involved on Campus

Get Involved

Dalhousie's Co-Curricular Record (CCR)

Leadership Programs

- **SAIL Program** (Truro)

Dal After Dark

Safety & Respect

Human Rights & Equity Services

- hres@dal.ca
(902) 494-6672

Dal Safe App

Dal Alert

Solving Problems

Student Conduct Office

- (902) 494-4140

Ombudsperson

- (902) 494-2665

DSU Market (Halifax)

- info@loadedladle.com
(902) 494-6662

Fitness and Recreation

- **Dalplex** (Halifax)
dalplexinfo@dal.ca
(902) 494-3357
- **Sexton Gym** (Halifax)
dalplexinfo@dal.ca
(902) 494-6053
- **Truro**
(902) 893-6660

Student Accounts

Fee Calculator

Dalhousie Rams

Dalhousie Tigers

Intramurals

Sports Clubs & Intramurals (Halifax)

Security Services

- **Halifax**
(902) 494-6400 (General)
(902) 494-4109 (Emergency)
- **Truro**
(902) 893-4190 (General)
(902) 893-6369 (Emergency)

Dalhousie Medical Campus Response Team

DSU Student Advocacy Service (DSAS)

- (902) 494-2205

Equity and Accessibility Office

- dsuequity@dal.ca

Health Insurance Plan(s)

- **Halifax**
(902) 494-2850
- **Truro**
(902) 893-4904

Intramurals and Fitness Classes (Truro)

Societies

Student Events

Ways to Get Involved

Getting Home Safely

- **Dal Safe** (Halifax)
- **Safewalk Service** (Truro)
(902) 893-4190

Social Worker (Halifax)

- (902) 494-6351

