



Departmental Assessment Request Form

Personal Information

First Name: _____ Admission Term: _____

Surname (Last Name): _____ Dalhousie Degree Program: _____

Student # B00 _____

Student's responsibility – You, as the student, are accountable for the following:

- Read the instructions on this form and at dal.ca/transfercredits in detail **before** completing the form
- Submit the form in a timely manner. Departmental assessments require 4-6 weeks to process
- This form and any supplemental documents must be submitted prior to the completion of your first semester at Dalhousie.
- Include all courses that you would like to be assessed. One Departmental Assessment Request Form is permitted per program.
- Contact transfercredits@dal.ca if you have any questions

Instructions:

- Follow the steps listed below.
- Assessments will be based on the most recent official transcript submitted to the Registrar's Office. In-progress courses will be granted pending transfer credits until a final transcript is provided. If you submit an updated transcript that includes new courses AFTER submitting this form, you must complete a transcript reassessment form for the document to be reviewed for potential transfer credits.
- Refer to your Departmental Assessment Instruction email to confirm which courses are eligible for departmental assessment and what course information is required, as this varies by department. You are encouraged to provide as much detail as possible.
- Course information must be translated into English by a [certified translator](http://dal.ca/transfercredits). Some exceptions apply, visit dal.ca/transfercredits for more information.
- Ensure any website links you provide link directly to the individual course, not to general institution websites. Online course information must be publicly available for Dalhousie to be able access it.

Step 1: Record course information

Include all courses that you would like to have assessed. You can submit only one Departmental Assessment Request Form per program.

	Institution Name	Course Code	Course Title
	<i>I.e. ABC College</i>	<i>ENGL 1000</i>	<i>Foundations in Literature</i>
1.			
2.			
3.			
4.			
5.			
6.			
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11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

	Step 2: Indicate type of course information being provided			Step 3: Indicate how course information is being submitted		Step 4 (optional): Copy and paste website links to the institution's website
	Course description	Syllabus/outline	Already submitted to Registrar's Office	Email attachment	Website link (please copy and paste link in Step 4)	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step 5: Read the declaration and provide your signature

- If you're unable to provide an electronic signature, you must submit this form and any supplemental documents through your Dalhousie email (MyDal) account. This can be accepted in lieu of a signature.
- If you do not sign the form and do not submit it through your MyDal email account, **we will not be able to accept your request form.**

I hereby certify that all course information and accompanying information provided in this Transfer Credit Package is complete and correct, and I authorize Dalhousie University to verify any information provided as part of this package for transfer credit consideration. I understand that withholding information or falsification of information in this package or supporting documents may be considered grounds for non-awarding or revoking of awarded transfer credits. I understand that having a transfer credit deemed or available on the Transfer Credit Equivalencies Tables does not guarantee that a transfer credit will or can be awarded. I understand that coursework that has not been reviewed or awarded before the start of my study at Dalhousie, may not be eligible for credit at a later date. I agree to follow and be bound by the provisions of the Calendar, and the regulations of the university, deletions, or additions made to them in the future.

Signature Zi Zhao Xu Date _____

Step 6: Submit

- Submit this form and any supplemental course information to transfercredits@dal.ca using the subject line: *Departmental Assessment Request Form.*
- **Please note, by submitting this form and choosing to request a departmental assessment, your currently awarded transfer credits are subject to change and may be affected out the outcome of the departmental assessments.**