



**DALHOUSIE**  
UNIVERSITY

# Registrar's Office

Student Guide  
2024-2025



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# What We Do

The Registrar's Office is here to support you on your academic journey. We provide guidance and expert advice from the time you start to consider Dalhousie, all the way through to Convocation and beyond.

The Registrar's Office can provide you with expert advice and support to help you navigate your Dalhousie experience. Our services include:

- Admissions and registration support
- Academic support
- Academic transcripts
- Scholarships and bursaries
- Financial aid
- Financial counselling
- External exam invigilation

We love to speak to students by email or phone, but we recommend that you check the Dalhousie University website before getting in touch as your question may have already been answered online.

Here are a few of the most common questions we're asked:

- [How do I pay an application fee?](#)
- [What are the admission requirements for an undergraduate program?](#)
- [What's the status of my application?](#)
- [How do I reset my Net ID password?](#)
- [What are the admission requirements for a graduate program? and who do I talk to about it?](#)
- [How do I access financial aid including student loans, scholarships, and bursaries?](#)
- [How do I access academic advising?](#)

If your question isn't answered above, get in touch via the email addresses below.

<a href="mailto:admissions@dal.ca"><u>admissions@dal.ca</u></a>	For questions about academic programs and the application process
<a href="mailto:campus.tours@dal.ca"><u>campus.tours@dal.ca</u></a>	To book a campus tour for prospective students
<a href="mailto:dalcard@dal.ca"><u>dalcard@dal.ca</u></a>	To get or replace a Dalhousie student ID card
<a href="mailto:advising@dal.ca"><u>advising@dal.ca</u></a>	For advice on program requirements and course selection
<a href="mailto:ro.records@dal.ca"><u>ro.records@dal.ca</u></a>	For questions about academic policies and regulations, for example academic standing.
<a href="mailto:enrollment.services@dal.ca"><u>enrollment.services@dal.ca</u></a>	For help with registering for courses, and to request an academic transcript or confirmation of enrolment letter.
<a href="mailto:awards@dal.ca"><u>awards@dal.ca</u></a>	For information about scholarships, bursaries, and student loans
<a href="mailto:student.accounts@dal.ca"><u>student.accounts@dal.ca</u></a>	For information on fees, or to make payments to your student account
<a href="mailto:transfercredits@dal.ca"><u>transfercredits@dal.ca</u></a>	To be assessed for and receive credit for course work already completed at another university or college
<a href="mailto:LOP@dal.ca"><u>LOP@dal.ca</u></a>	To request a Letter of Permission to take a course at another university
<a href="mailto:graduation@dal.ca"><u>graduation@dal.ca</u></a>	For questions relating to your application to graduate
<a href="mailto:convocation@dal.ca"><u>convocation@dal.ca</u></a>	For questions about the convocation ceremonies, and questions about your degree parchment

Or book an appointment here: [Registrar's Office - Admissions - Dalhousie University](#)

It's also important to familiarize yourself with the Important Dates for the current academic year, available at [dal.ca/dates](http://dal.ca/dates)

**You can also visit the [Dal Online Help Centre](#) for quick access to many of the links in this guide.**



# Things You Should Know

Here you will find definitions of common Registrar's Office terms as well as names and descriptions of programs you will use as a student at Dalhousie.

# Definitions

## Academic Calendar

Dalhousie has three academic calendars (Undergraduate, Graduate, Dentistry-Law-Medicine) produced annually. The calendars list the courses and programs offered at Dal, subject by subject. The calendars also include information on admissions requirements, university regulations and degree requirements.

Academic Calendars form the official contract with you as a student. You'll follow the regulations contained in the academic calendar published the year you began your degree at Dalhousie. In some cases, it's possible to be switched to a later calendar year – contact an academic advisor to find out more about this option. The current and archived versions of academic calendars are available online for your reference at the link below.

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

## 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.

## **Dal Online**

[Dal Online](#) is a self-service web portal where students can access a variety of services including:

### **Academic Timetable**

View the academic timetable, including class dates, times, locations, instructors.

### **Apply for Academic Waivers**

Apply for waivers of academic regulations, or for an ILL grade for compassionate reasons.

### **Admissions**

Apply for admission; Review status of existing applications and their supporting requirements; Declare Major/Minor.

### **Canada Tax Forms**

View and print your T2202A Tax Credit Form.

### **Degree Audit Reporting System (DARS)**

Review your outstanding degree requirements.

## **Opt Out / Opt In**

Opt out of, or in to, Dalhousie health plans.

## **Registration**

Check your registration status; Add or drop classes; View your registration fees; Display your class schedule.

## **Residence Application**

Submit an online application for traditional residences and Dalhousie apartments.

## **Student Accounts**

Make online payments.

## **Student Records**

Display your final grades and academic record; Review charges and payments; View your holds; Request official transcripts; View and print your confirmation of enrolment; Apply to graduate; Apply for a waiver of an academic regulation. Although your instructor may post your grade in Brightspace, Dal online is where your official final grades are posted.

## **Transfer Credit Equivalencies**

View Dal equivalents for transfer classes.

## **Brightspace**

Brightspace is Dalhousie's learning management system. It provides a virtual learning environment for Dalhousie students. This may include course announcements, course outlines, class materials and readings, multimedia files, online tests and exams, blogs, journals, wikis and much more. Students should log into their Brightspace courses regularly to ensure that they have the information necessary to be successful in their studies.

Students access Brightspace and Dal Online using their Dalhousie NetID/password. If you have not yet setup your NetID go to [my.dal.ca](http://my.dal.ca), click "new user" and follow the instructions. You will need your Dalhousie Banner Student Number that was provided in your admission letter. Student support is provided through the IT Helpdesk.

<https://dal.brightspace.com/d2l/login>

[https://dal.ca.campuspack.net/Groups/Instructional\\_Technology\\_Resources\\_for\\_Students](https://dal.ca.campuspack.net/Groups/Instructional_Technology_Resources_for_Students)

## **myDal**

myDal is a student's go-to page for important quick links, your Dal email, upcoming events, and more. Click the grid box in the top left corner to access your dal.ca email account and online links to Word, PowerPoint, Excel, and other Microsoft applications. Scroll down the left side of the page to view exciting Dal events and Dal News. Under "Quick Links" on the right-hand side, find links to Brightspace, Dal Online, Campus Bookings, myCareer, and more pages essential to a Dal student's everyday life.

<https://my.dal.ca/>



# Course Registration

Here you'll find information, including links to video tutorials to help you register for courses. You'll also find helpful hints and tips from our team.

## Getting Started

You are considered a registered student once you have registered for courses through Dal Online. Your registration in a course is your commitment to attend and abide by the regulations. Please note that there are financial implications to registering for courses. Below you can find a step-by-step video guide to registration, as well as a link to access academic advising if you need help.

### Course Registration Instructions

#### Academic Advising

## Important Notes

- Check your Degree Audit in Dal Online and/or speak to your department or an academic advisor to check what courses you need and sequence for your program.
- Planning ahead and registering early can help ensure you get your first choices, but this isn't always possible. So, you should select alternative courses before you begin the registration process, just in case. Registration opens months ahead of classes starting, so you'll typically have lots of time to work with profs and departments to finalize your schedule.
- Double-check your course times, lab and tutorials to avoid conflicts.
- If you have classes on campus this fall, make sure to consider the amount of time it takes to walk from one classroom to the next (or one campus to another). There are 10 minutes built into the schedule between classes to change rooms. This is enough time to move between buildings and rooms on the same campus. If you need to move to a different campus, this may take no longer than 10 minutes.
- Need help selecting your courses? See an academic advisor for help!

## Workloads

### Full-time Undergraduate Students

- A full course load is 15 credit hours (5 x 3 credit hour courses, or 2.5 credits)
- The minimum is 9 credit hours (3 x 3 credit hour courses, or 1.5 credits)
- Most single term courses are worth 3 credit hours, or 0.5 credits

Note: Students in the faculties of Arts, Science, Commerce and Agriculture who wish to take more than 15 credit hours per term (more than 12 hours for technology students) can request to have their credit hours increased to 18 credit hours per term. If you achieve a term GPA of at least 3.0 in your previous academic term, you can request permission from the Registrar's Office. If you are a first year student, or had a term GPA below 3.0 in your previous academic term, you will need to fill out a **Request to Exceed the Maximum Workload form** and submit it to your Faculty/School/College for approval. Students in faculties other than Arts, Science, Commerce and Agriculture must also request permission from the appropriate faculty/school using the Request to Exceed the Maximum Workload form linked below.

### Request to Exceed the Maximum Workload Form

### Part-time Undergraduate Students

- The maximum is 2 courses per term or 1.0 credit/6 credit hours



## Add/Drop Courses

You can add and drop courses using **Dal Online**. The last day to add fall term courses is **September 17, 2024**. Winter term courses can be added until **January 20, 2025** for all students. After these dates, you must obtain permission from the instructor. If permission is granted, the instructor must sign a **Course Add/Drop Form** which you will then submit to the Registrar's Office ([registrar@dal.ca](mailto:registrar@dal.ca)) or one of the Enrolment Services Centres. Changes submitted on forms are effective the date they are received.

### Course Add/Drop Form

## Withdrawing from Courses

You may withdraw from courses using **Dal Online** or by submitting a written notification to the Registrar's Office or Enrolment Services Centre. If you do not officially withdraw from a course, you are considered registered and are responsible for the associated fees. **Non-attendance does not constitute withdrawal**. Please refer to the academic dates section of this guide for withdraw deadlines.

## Auditing a Course

As an auditing student, you are permitted to attend courses but are not expected to prepare assignments, write papers, tests or examinations. You will not receive credit for the course, but it will appear on your transcript with the notation "AUD".

Audit a course if you're interested in the subject but don't have the time to do all of the work, or if you find a course that will benefit you in your job. Also, having an audited course on your transcript demonstrates a high degree of interest and commitment to your studies.

Undergraduate students may register to audit courses by using Dal Online **between the first day of class and the end of the class change period**. If you are not already a student, you will need to apply to Dalhousie before you can register.

You can change a course from audit to credit or credit to audit, but you need to do so before the last day to drop courses without a "W". To make the change, get in touch with the Registrar's Office.

## Waitlists

Departments may establish waitlists for courses and are responsible for giving permission to students eligible to be admitted to the course.

If you are on a course waitlist and are given permission to register for that course, you will be notified that you have **three days** to register. First, drop the waitlist, then re-add to register for the course using **Dal Online**.

## Maximum Enrolment or Course/Section Full

Due to restrictions on some courses, you may occasionally need to get approval from the instructor before you can register for a course because it's full. You should email the instructor for a course override.

## Repeat Courses

Only the highest grade a student has achieved in a course will be included in the 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 considered in the GPA:

Repeat I – Repeated course included in GPA

Repeat E – Repeated course excluded from GPA

Courses that are cross listed at the same level of study or otherwise deemed equivalent are considered repeat courses under this regulation.

## Accommodation Policy for Students

Dalhousie University recognizes the diversity of its students and is committed to providing full and inclusive access to your living and learning campus community in which students are able to participate without discrimination. The university is committed to facilitating your access to the University's academic programs, activities, facilities and services.

The university's **Student Accessibility Centre** (Halifax Campus) and the **Student Success Centre** (Agricultural Campus) provide guidance and expertise for student accessibility and accommodation. To review the Accommodation Policy for Students, please refer to [dal.ca/secretariat](http://dal.ca/secretariat).

## Equivalent or Cross Listed Courses

Courses offered to students under more than one subject code, of which only one academic unit can be the Host Department, are known as equivalent or cross-listed courses. Courses are cross-listed based upon course content that deals with more than one subject area in a substantive way. The cross-listing recognizes the interdisciplinary nature of the course. If eligible, you may register under either course; your Degree Audit will see them as the same course. **This is different than an exclusion, which simply means you cannot count credit for both.**

## Declaring Your Major

The requirements for declaring vary by faculty and program.

### Bachelor of Arts and Bachelor of Science Students

- Students can submit their declaration request starting in the second semester of their first year, in advance of March registration. Please note that this declaration will be applied to your academic record after 30 cr hrs of study have been completed.
- Be sure to review the requirements for the majors you're considering.
- Plan to take the core second-year required courses in second year to stay on track while trying to decide.
- Some programs require you to declare to be able to register for their required courses.
- If you are unsure of your major, meet with an academic advisor for help in exploring your options.

### Bachelor of Commerce and Bachelor of Management Students

- Students enrolled in the Commerce Co-op or Management program typically declare a major before choosing courses for the third year of study.

### All other programs

- Academic Advisors in your department/school can provide information and advice on specific program requirements.

## How to add a Major, Minor, or Certificate

Declaring a major, minor or certificate is as simple as filling in a form through Dal Online. You'll find instructions on how to do this at the link below:

### Declaring your Major/Minor/Certificate

## Certificates

Declaring more than one certificate? Then email [frontcounter@dal.ca](mailto:frontcounter@dal.ca) and they will set you up for your multiple certificates. They can also answer any of your major and certificate declaration questions.

## Honours or Combined Honours

If you are planning to enter the honours program, you need to complete an honours application form in consultation with your honours advisor. Once approved by your honours advisor, the form is submitted to the Registrar's Office to update your record. If you are applying to do combined honours, you need to meet with advisors in both departments and get their approval. Minors do not require departmental approval.



# Academic Records & Support

Here you'll find information about grades and academic standing, how to order a copy of your transcript, how to apply for an academic waiver, and how to understand your degree audit.

## Grades

All final grades are entered in Dal Online by instructors. The due date for instructors to post grades is listed on the [Important Dates](#) webpage. Students can access the grades entered by instructors through Dal Online.

Dalhousie uses defined letter grades with associated GPA values and written definitions. There is some variation between faculties, so it's important that you take time to read through and understand your grade scale. Click the link below to access the undergraduate grade scale.

### [Dalhousie Grading Scale](#)

## Grade Point Average (GPA)

Your Grade Point Average is calculated by multiplying the grade points obtained in each course in accordance with the scale in the academic calendar, by the number of credit hours of each course, then dividing that sum by the total credit hours attempted. A Term GPA includes only those courses attempted in a single term and the Cumulative GPA includes all courses attempted while registered in a level of study. If a course has been repeated, only the highest grade awarded is included. A useful tool is the online GPA calculator.

Please note The GPA result is truncated by two decimal points and not rounded up to the nearest decimal point. For example, a GPA of 3.596 will display on your academic record / transcript as 3.59 and is **not** rounded up to 3.60.

### [GPA Calculator](#)

## Transcripts

A transcript is a complete record of your academic history. It lists classes in progress, courses you have taken, grades received and other information relating to your academic career. You may need to request transcripts for a number of reasons, such as applying to another university or applying for a scholarship or academic award. Dalhousie students applying to another academic program within Dalhousie don't need to request a transcript.

Transcripts will only be released with the written consent (signature) of the student or when ordered through Dal Online. All outstanding accounts must be settled before a transcript is released.

### How to Request a Transcript

1. Request your digital transcript through the [Dal Online](#) portal.
2. Select the 'digital transcript' option.
3. Access your MyCreds™ account via the emailed link, sent when your transcript is available.

*Note: Any version of your digital transcript needs only be requested for the first time through Dal Online, after which you can share it as often as you like through MyCreds™.*

## PROCESSING TIMELINE

1-2 business days

## COST

\$10.00 plus tax per share credit, paid through the MyCreds™ portal.

*Note: To access your credentials, you must purchase at least one share credit.*

## ALTERNATIVE OPTIONS

Printed transcripts are available by request via [Dal Online](#). Detailed request instructions can be found in Dal Online under 'Web for Students' > 'Student Records' > 'Request Official Transcripts'. This service is offered at a cost of \$10 per transcript and is processed in 5-7 business days. Same-day service is available at any [Enrolment Services Centre](#) at a cost of \$15 per transcript.

## QUESTIONS

Enrolment Services

[enrolment.services@dal.ca](mailto:enrolment.services@dal.ca)

+1.902.494.2450

## Know your Academic Standing

Academic standing is a measure of your achievement in your studies. It determines whether you can continue your studies at Dalhousie and affects whether you can graduate.

Your **undergraduate standing** is listed per term under your undergraduate GPA on your academic record in Dal Online.

It is first assessed after you complete 24 credit hours (degree) or 16 credit hours (technology) and is normally assessed at the end of each term.

It's important that you know your academic standing at Dalhousie. *In Good Standing* is required for graduation but what *In Good Standing* means can differ by Faculty.

### In Good Standing

Students who meet the required cumulative GPA of 2.00 are in good academic standing, except for students in the Bachelor of Science (Nursing) admitted 2016 or later where a cumulative GPA of 2.30 is required.

Standing is assessed at the end of the academic term. For the Fall term, standing is assessed the first week of January. Winter Term standing is assessed the first week of May, and Summer term standing is assessed the last week of August. If you don't meet the requirements to be in good standing, you will be placed on academic probation or academically dismissed from your program. Below, we've broken down how this works in each faculty.

## **Faculty of Arts and Social Sciences**

### Academic 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 at the undergraduate level will be placed on academic probation.

Students on probation can continue to register on probation provided their term GPA is at least 2.00

Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed. Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

### Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level or 16 credit hours at the technology level will be academically dismissed for a 12-month period. While you are dismissed, you will not be permitted to take classes, and any classes you are registered in for current or future terms will be dropped.

Faculty of Arts and Social Science students who have been academically dismissed for the second time will not normally be allowed to apply for re-admission for at least three calendar years. Students may, however, petition the Student Affairs Committee for re-admission after two years provided they have met with the Assistant Dean.

## **Faculty of Agriculture**

### Academic 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 at the undergraduate level or 16 credit hours at the technology level will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

### Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level or 16 credit hours at the technology level will be academically dismissed for a 12-month period. While you are dismissed, you will not be permitted to take classes, and any classes you are registered in for current or future terms will be dropped.

Faculty of Agriculture students who have been academically dismissed for the second time will not normally be allowed to apply for re-admission for at least three calendar years. Students



who have been dismissed for either the first or second time may appeal this decision (see section 24 of the academic calendar).

## **Faculty of Computer Science**

### Academic 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 at the undergraduate level will be placed on academic probation.

Students on probation can continue to register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00.

Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

### Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level will be academically dismissed for a 12-month period. While you are dismissed, you will not be permitted to take classes, and any classes you are registered in for current or future terms will be dropped.

Students in any undergraduate degree program offered by the Faculty of Computer Science, where the first major is computer science or applied computer science, who receive a grade lower than C in the same required CSCI course twice, will be dismissed. The required CSCI courses are:

<b>Bachelor of Applied Computer Science</b>	<b>Bachelor of Computer Science</b>	<b>Bachelor of Arts in Computer Science / Bachelor of Science in Computer Science</b>
CSCI 1110, CSCI 1120, CSCI 1170, CSCI 1800, CSCI 1801, CSCI 2100, CSCI 2110, CSCI 2134, CSCI 2141, CSCI 2170, CSCI 2201, CSCI 2690, CSCI 2691, CSCI 3101, CSCI 3130, CSCI 3160, CSCI 3171, CSCI 3172, CSCI 3691, CSCI 4163, CSCI 4691	CSCI 1110, CSCI 1120, CSCI 1300, CSCI 1315, CSCI 1170, CSCI 1800, CSCI 1801, CSCI 2100, CSCI 2110, CSCI 2112, CSCI 2122, CSCI 2134, CSCI 2141, CSCI 3101, CSCI 3110, CSCI 3120, CSCI 3130, CSCI 3136, CSCI 3171	CSCI 1110, CSCI 1120, CSCI 1300, CSCI 1315, CSCI 1170, CSCI 1800, CSCI 1801, CSCI 2110, CSCI 2112, CSCI 2122, CSCI 2134, CSCI 2141, CSCI 3110, CSCI 3120, CSCI 3130, CSCI 3171

Faculty of Computer Science students who have been dismissed and who have been required to withdraw from the university for one term or more may be readmitted to a program in the Faculty of Computer Science only once.

## **Faculty of Engineering**

### Lower Division Academic 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 at the undergraduate level or 16 credit hours at the technology level will be placed on academic probation. Students on probation can continue to

register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

#### Lower Division Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level or 16 credit hours at the technology level will be academically dismissed for a 12-month period. While you are dismissed, you will not be permitted to take classes, and any classes you are registered in for current or future terms will be dropped.

BEng and DipEng students who fail the same course more than once will be dismissed.

Faculty of Engineering students who have been academically dismissed for a second time will not be readmitted to any engineering program at Dalhousie.

#### Upper Division Academic Probation

Students in the Bachelor of Engineering (Upper Division) with a cumulative GPA of less than 2.00 and greater than or equal to 1.70 who have completed at least 12 credit hours will be placed on academic probation.

Students on probation may continue to register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

#### Upper Division Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 12 credit hours will be academically dismissed for an eight-month period. While you are dismissed, you will not be permitted to take classes, and any classes you are registered in for current or future terms will be dropped.

Students on probation who do not achieve a term GPA of 2.00 or greater will be academically dismissed for an eight-month period.

Students who have been academically dismissed will not be allowed to apply for readmission for at least eight months.

Students who fail the same course more than once will be dismissed.

Students who have been academically dismissed for a second time will not be readmitted to any engineering program at Dalhousie.

### **Faculty of Health**

#### Academic 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 at the undergraduate level will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

#### Academic Probation – Bachelor of Science (Nursing)

Students with a cumulative GPA of less than 2.3 and greater than or equal to 1.7 who have completed at least 24 credit hours will be placed on academic probation.

Students on probation can continue to register on probation provided their term GPA is at least 2.30.

Students will be returned to "good standing" when they achieve a cumulative GPA of 2.30. Students on probation who do not achieve a term GPA of 2.30 will be academically dismissed.

Students require a cumulative GPA of 2.30 to graduate. Therefore, no one will be allowed to graduate while on academic probation.

#### Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level will be academically dismissed for a 12-month period.

If a BSc (Nursing) student is readmitted, failure in any course (including non-nursing courses, core nursing courses including clinical practical and electives) will result in dismissal from the Nursing program.

BSW students who fail SLWK 4033 or who fail a repeated course, will be dismissed.

BHSC student who fail a required course for a second time will be dismissed.

Faculty of Health students who have been academically dismissed twice will not be allowed to apply for re-admission.

### **Faculty of Management**

#### Academic 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 at the undergraduate level will be placed on academic probation.

Students on probation can continue to register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

## Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level will be academically dismissed for a 12-month period. While you are dismissed, you will not be permitted to take classes, and any classes you are registered in for current or future terms will be dropped.

BComm (Co-op) students who fail the same required course twice will be dismissed.

### **Work terms:**

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COMM 2801 – Work Term I COMM 3801 – Work Term II COMM 3802 – Work Term III

### **Courses:**

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ECON 1101 – Introduction to Microeconomics	ECON 1102 – Introduction to Macroeconomics
MATH 1115 – Math for Commerce	COMM 1010 – Business in a Global Context
COMM 1101 – Introduction to Accounting II: Financial	COMM 1102 – Introduction to Accounting II: Managerial
COMM 1502 – Core Business Applications	COMM 1503 – Intro to Quantitative Decision Making
COMM 1710 – Communication I	COMM 1710 – Communications I
COMM 1712 – Personal/Professional Development II	COMM 1711 – Personal/Professional Development I
COMM 1720 – Communications II	COMM 1715 – Business Communication
COMM 2203 – Introduction to Finance II	COMM 2202 – Introduction to Finance I
COMM 2310 – Business Ethics & CSR	COMM 2303 – Introduction to Organizational Behaviour
COMM 2501 – Statistics for Business	COMM 2401 – Introduction to Marketing
COMM 2504 – Intermediate Quantitative Decision Making	COMM 2502 – Predictive Analytics
COMM 2603 – Legal Aspects in Business	COMM 3503 – Advanced Quantitative Decision Making
COMM 3511 – Management Information Systems	COMM 3501 – Production/Operations Management
COMM 4352 – Strategic Management	COMM 4351 – Competitive Strategy
	COMM 4352 – Strategic Management

Note: classes taken in lieu of core courses will still be considered under this policy (i.e. STAT/MATH 1060 taken in lieu of COMM 2501)

BComm (Co-op) students who fail their second attempt at the same work term course (i.e. students required to repeat the work component and submit a new academic report) will be dismissed.

Faculty of Management Students who have been academically dismissed for the second time will not normally be allowed to apply for re-admission for at least three calendar years. Students may, however, petition the Program Director for re-admission after two years.

## **Faculty of Science**

### Academic 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 at the undergraduate level or 16 credit hours at the technology level will be placed on academic probation.

Students on probation are allowed to continue to register on probation provided their term GPA is at least 2.00. Students will be returned to “good standing” when they achieve a cumulative GPA of 2.00. Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed.

Students require a cumulative GPA of 2.00 to graduate. Therefore, no one will be allowed to graduate while on probation.

### Academic Dismissal

Students with a cumulative GPA of less than 1.70 who have completed at least 24 credit hours at the undergraduate level will be academically dismissed for a 12-month period. While you are dismissed, you will not be permitted to take classes, and any classes you are registered in for current or future terms will be dropped.

Students on probation who do not achieve a term GPA of 2.00 will be academically dismissed. Faculty of Science students who have been required to withdraw for a second time must meet with the Assistant Dean (Student Affairs) who may recommend that they reapply for re-admission after two calendar years or who may refer the matter to the Faculty Committee on Studies and Appeals.

## Appealing Regulations and Grades

You might experience a circumstance that could warrant a waiver of an academic regulation. Some examples of common appeals include:

- **Back-date a drop of a course** – Requesting a course be dropped retroactively, after the last day to add/drop courses for the term has passed.
- **Change from Audit to Credit** – Requesting the course be retroactively changed from auditing the course to taking the course for credit or vice versa.
- **Defer an academic dismissal** – Requesting that your academic dismissal be deferred and allow for you to continue your studies on academic probation. Note: if you have been away for more than two consecutive terms, you will need to submit a new application for admission, rather than an academic waiver.
- **Grade change** – Requesting that your final grade be changed to ILL for compassionate reasons.
- **Retroactive registration** – Requesting to be registered in a course(s) after the add/drop deadline.
- **Waive a faculty degree requirement** – Requesting that a degree requirement for your degree (for example, six hours of social sciences courses) be waived.
- **Waive language requirement** – Requesting the language requirement for your degree be waived.
- **Waive writing requirement** – Requesting the writing requirement for your degree be waived.
- **Waiver of 10-year rule (Dalhousie Courses)** – Requesting that courses taken over the maximum allowable year requirement (years vary by faculty) be counted towards your degree.
- **Waiver of 10-year rule (Transfer Credits)** - Requesting that transfer credit courses taken over the maximum allowable year requirement (years vary by faculty) be counted towards your degree.
- **Concurrent Degree** – requesting permission to take two Dalhousie degrees simultaneously, e.g. a Bachelor of Science and a Bachelor of Engineering.

## How to appeal a regulation

You can use the Apply for Academic Waiver link in 'Web for Students' in Dal Online to submit a request to waive an academic regulation, or to apply for an ILL grade for compassionate reasons.

In some cases, you will need to apply using the Application for a Waiver of an Academic Regulation form, rather than submitting through Dal Online. Waivers will be accepted on this form if they meet one of the conditions below:

- You are a student in a graduate program
- You no longer have access to your Dal Online
- You are applying for permission to register in a concurrent degree program
- You are a Journalism student (Contact the King's Registrar's Office)

**All other requests must be submitted through Dal Online.**

When completing your application, make sure that your arguments and expectations are clearly stated in the comments box. Once submitted through Dal Online, your application will be sent directly to your home faculty for review and approval.

You can check on the status of your application at any time through Dal Online, by clicking into the Apply for Academic Waiver link to see your pending or completed applications.

If you have questions about how to use this online waiver portal, contact [ro.records@dal.ca](mailto:ro.records@dal.ca).

## How to appeal a final grade

If you have questions or concerns about a final grade, you are encouraged to discuss them with your instructor. If the matter cannot be resolved informally, you can begin a formal reassessment process by filling out a Request for a Reassessment of a Final Grade. Make sure that you clearly identify the specific component you wish to have reassessed and the grounds for your request. Your completed request form can be submitted to the Registrar's Office with a fee of \$50, which is refundable if the grade is changed.

The Registrar will forward your request to the Dean of the faculty or Director of the college/school offering the course. The reassessment will then be carried out according to the procedures developed for this purpose by the faculty/school/college. These procedures should reflect the academic disciplines and assessment involved and should provide for a review of the assessment by a qualified person not responsible for the original evaluation.

Once the reassessment is complete, you will be notified by the Registrar's Office of the outcome. **If the reassessment results in the assignment of a new grade (higher or lower), the new grade will replace the original one and the \$50 fee will be refunded.**

For more information about the grade reassessment process, you should contact the faculty/school/college that is offering the course in question.

## Degree Audit

The Degree Audit Reporting System (DARS), available through Dal Online, gives you a personalized and current snapshot of where you stand in meeting your program requirements. It lists your complete and incomplete requirements and the courses needed to fulfill each requirement. You can also use it to check that courses you are considering taking will meet your requirements using the course cart/ planned courses feature. You can learn more by visiting the [degree audit support page](#).

The Degree Audit Reporting System (DARS) is encoded from the Academic Calendar and not considered an “official document” so it is important to consult with your Academic Advisor as well to ensure you meet the requirements for your program.

If you have any questions or concerns regarding your Degree Audit, please do not hesitate to contact your Academic Advisor or email [degreeaudit@dal.ca](mailto:degreeaudit@dal.ca).

## Policies Relevant to Students

### Code of Student Conduct

Dalhousie University is a community of faculty, staff and students, involved in teaching, research, learning and other activities. As a Dalhousie student, you are a member of the university while you are registered in an academic program and are subject to the disciplinary authority of the university during that time.

Please review the full [Student Code of Conduct](#), also available in the in the University Regulations section of the Academic Calendar, which outlines how it is applied and the types of offences and procedures that are involved.

### Academic Integrity

Each class you take, exam you write and assignment you complete will have different rules depending on the instructor. No matter what you are required to do to earn your degree, we expect all students to be responsible learners, which means that you will complete assignments yourself and acknowledge sources of information and ideas when they are not your own, among other things.

### [Dal.ca/academicintegrity](http://dal.ca/academicintegrity)

There are some great [student resources](#) on the [University Secretariat](#) website about paraphrasing, citing and services available.

To maintain the integrity of every degree that is conferred, Dalhousie will only give credit to students who complete their own work. It is every student’s responsibility to maintain their own records of work they have completed. If there is evidence that your work was not completed independently by you or that you had another person complete work for you, it will be very

helpful for you to be able to produce notes, drafts, electronic files, or any evidence that will demonstrate that you completed the work yourself. If you do not have any such evidence to present, the Faculty Academic Integrity Officer or Senate Discipline Committee may consider this as a factor in determining the likelihood you have committed an academic offence.

### Name Changes

It's possible to change your First Name Used on Dal Online, by clicking into the personal information tab and updating your details. This change will appear on class lists, student records, within DalOnline and myDal, various mailing lists and databases (including myCareer), and we'll use this when communicating with you.

Your parchment, certificates, diploma and official transcript are in your legal name, which reflects the government-issued ID you provided on enrolment. If you change your legal name during your studies, send a copy of your government-issued ID to [registrar@dal.ca](mailto:registrar@dal.ca) to have your legal name changed.

If you have already graduated, it is not normally possible to have a parchment reprinted in a new name. In certain circumstances, for example where a name change request relates to a human rights issue such as gender affirmation or transition, we can re-print a parchment if you provide proof of legal name change. We can also consider other extenuating circumstances which would warrant a re-print. Requests can be sent confidentially to [convocation@dal.ca](mailto:convocation@dal.ca).

## Other Important Policies

Alcohol

Hazing

Sexualized Violence

Statement on Prohibited Discrimination

Student Accommodation

Tuition

## How to Contact Us

If you have questions about your degree audit or eligibility to graduate, you can contact us by email at the addresses below.

[degreeaudit@dal.ca](mailto:degreeaudit@dal.ca) for questions relating to your degree audit.

[graduation@dal.ca](mailto:graduation@dal.ca) for questions relating to your eligibility to graduate.

[ro.records@dal.ca](mailto:ro.records@dal.ca) for questions regarding academic waivers or academic regulations.

Alternatively, you can book an appointment with one of our advisors by visiting one of our service centres or calling 1 (902) 494-2450.





# Financial Assistance

There's a lot to consider when preparing for university, but finances are a major factor that can impact your experience. In this section, you can meet our financial advisors and find out more about our scholarships, financial awards, and student loans.

## **Dalhousie Undergraduate Scholarships**

In-Course Scholarships are assessed for students that complete at least 30 credit hours of for-credit coursework over two academic terms in the previous academic year, (excluding transfer credits) and achieve a minimum CGPA of 3.70 over the two terms being assessed. Meeting minimum criteria will not always lead to a scholarship award. You will be notified of an in- course scholarship by Dalhousie email in late summer.

For students at the Halifax campuses (including Yarmouth), there's **no need to submit an application for In-Course Scholarships** - you are assessed automatically. You may also wish to apply for the Aramark Leadership Award and the W. Andrew MacKay Alumni Scholarship – for information on these awards, or updates on any new in-course awards, please visit the In-Course Scholarships link.

For students at the Truro Campus, you must complete the Faculty of Agriculture In-Course Award Application through Dal Online in September.

**Nursing students** have different requirements - please refer to the website for more information.

[In-Course Scholarships \(Halifax\)](#)

[In-Course Awards \(Truro\)](#)

[Law Bursaries & Scholarships](#)

[Graduate Studies Funding](#)

## **Dalhousie Bursaries**

### **Undergraduate (all campuses)**

Provides funds to assist you if you are in financial need. Available to undergraduate students, Dental Hygiene, and Master of Social Work students. Bursaries are typically smaller amounts of money, intended to supplement other funding sources.

**You apply through Dal Online September 1 – October 15 for both the fall and winter terms.**

You'll find more information at the link below.

[Undergraduate Bursary Program](#)

### **Other Funding Sources**

- Places of worship/religious organizations
- Community or civic organizations
- First Nations
- Foundations
- Employers and/or parent(s) employers

The Dalhousie Student Union offers member grants, student accessibility bursaries, and the International Student Emergency Fund Bursary.

## **Student Loans**

### **Canadian Student Financial Assistance Program**

Financial assistance is based on financial need as established by the federal and/or provincial governments through an assessment of your application. You apply through your Provincial Student Loan Office.

### **Student Lines of Credit**

Many banks offer student lines of credit or bank loans. A line of credit gives you access to a specific amount of money that you can withdraw as you need it. Interest is paid only on the money you 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 (G06838). Dalhousie is also recognized by some private lending agencies.

### **International Students**

You can check with your home government and lending institutions for student loan programs.

## **Financial Emergency**

Please make an appointment with an Advisor on the Student Awards and Financial Aid team if you are faced with difficult financial situations.

Dalhousie offers temporary loans of up to \$1,000 to help you 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.

### How to Contact Us

Halifax, Truro, and Yarmouth Campuses

**Student Awards & Financial Aid**, Registrar's Office

[Awards@dal.ca](mailto:Awards@dal.ca)

If you send us an email, remember to include your student ID number (B00) if you have it.



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COLLEGE OF  
AGRICULTURE

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CUMING HALL

# Transfer Credits and Letter of Permission

Here you'll find information about taking advantage of opportunities to study at other institutions, or having your previous learning counted towards your Dalhousie degree.

You will find general information about transfer credits at [dal.ca/transfercredits](http://dal.ca/transfercredits), letter of permission at [dal.ca/lop](http://dal.ca/lop), and learning agreements at [dal.ca/learningagreement](http://dal.ca/learningagreement).

## Transfer Credit – High School Curricula

At Dalhousie, up to 50% of an undergraduate credential (degree, diploma, major, minor, etc.) can be completed through transfer credits.

If you studied one of the follow curricula, you may be eligible to receive transfer credit. For more information about eligible transfer credits, minimum grades required, and submitting a transfer credit request form, please click on the appropriate curriculum below:

- Advanced Placement – [dal.ca/ap](http://dal.ca/ap)
- International Baccalaureate – [dal.ca/ib](http://dal.ca/ib)
- Caribbean Advanced Proficiency Examinations – [dal.ca/cape](http://dal.ca/cape)
- General Certificate of Education (GCE) Advanced Level (A Level) – [dal.ca/gce](http://dal.ca/gce)
- French Baccalauréat – [dal.ca/frenchbacc](http://dal.ca/frenchbacc)

To receive credit for higher-level high school courses, you will need:

- to have paid the \$200 admission deposit and submitted a transfer credit request form
- achieved the minimum grade required for your curriculum
- a course that is equivalent to one offered at Dalhousie
- a course that applies to your program of study
- to have completed the course within the time period to transfer to Dalhousie

### Transfer Credit – Post-secondary courses

At Dalhousie, up to 50% of an undergraduate credential (degree, diploma, major, minor, etc.) can be completed through transfer credits. If you have studied at a university, college or CEGEP that is recognized by Dalhousie, you may be eligible to receive transfer credits. You can view preapproved transfer credits on the [Transfer Credit Equivalencies Table](#). Courses that do not appear on the table may be eligible for assessment.

To receive credit for post-secondary courses, you need:

- to have paid the \$200 admission deposit and submitted a transfer credit request form
- a final grade of 'C' or higher
- a course that is equivalent to one offered at Dalhousie
- a course that applies to your program of study
- to have completed the course within the time period to transfer to Dalhousie

\* Please note: Due to COVID-19, courses completed during the winter 2020 term only, with a final grade of Pass/ Credit are eligible for transfer credit consideration.

### Changing Programs

Dalhousie's degree programs have different entrance and degree requirements. If you would like to explore a program change, meet with an [Academic Advisor](#) to discuss your options. An advisor can help:

- explore whether a change is right for you
- review the entrance requirements for other degrees
- decide if this change is realistic
- estimate your remaining requirements (transfer credits)
- explore other options

If you decide to change your degree program, you need to submit a new undergraduate application form. Course work that was completed at another institution can be reassessed for transfer credit once you have been accepted and confirmed your offer to a new degree program. To begin the reassessment process, you must submit a transfer credit request form.

## Letter of Permission

Looking to take courses at another university while enrolled at Dalhousie? You will need to obtain a letter of permission before applying and registering at the other university as a visiting student. **Be sure to start early.** Obtaining permission can take some time. **Undergraduate students in the Faculties of Agriculture, Engineering, Management and the Schools Health and Human Performance, Nursing, and Social Work** will require approval from their undergraduate advisor and/or Assistant Dean before a letter of permission can be approved by the Registrar's Office. All retroactive letter of permission forms must be signed by the Assistant Dean of your Faculty before being sent to the Registrar's Office.

There are also certain conditions that must be met before a letter of permission can be approved:

- you must be registered in a degree program and in **good academic standing**, i.e. if you have been academically dismissed or are on probation you are not eligible.
- you must not owe money to Dalhousie.
- you have **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 a letter of permission.**
- the **workload** will not exceed Dalhousie's limitations.
- the **course is not offered at Dalhousie** in the term in which you wish to take it; or you have a scheduling conflict; the course is full; or you are 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. You must confirm the class can fulfill degree requirements with your Academic Advisor before registering at the host institution.

## Learning Agreement

Looking to take courses at another university as part of a Dalhousie university-wide, departmental (Management, Computer Science or UMPC) international exchange, or study abroad program? Then you will need to submit a learning agreement. **Be sure to start early.** Completing a learning agreement can take some time.

Students are encouraged to connect with their **Study Abroad and Exchange Advisor** prior to completing their learning agreement. Check with your exchange advisor for whether you are to complete a letter of permission or learning agreement.



Deadlines for Submission of Learning Agreements to the Registrar's Office are as follows:

- Fall term exchanges: June 15th
- Winter term exchanges: November 1st
- Summer term exchanges: April 1st

To submit a learning agreement, please visit [dal.ca/learningagreement](https://dal.ca/learningagreement) for more instructions.

### Your Dalhousie Academic Record

For courses taken at Canadian institutions, the letter grade from the other institution will be recorded on your Dalhousie record. If letter grades are not given, numeric grades will be converted to the appropriate Dalhousie equivalent letter grade. If the other institution issues a letter grade that is not valid at Dalhousie, it is converted to the corresponding letter grade. For example, a grade of D+ will be recorded on your academic record as a grade of D. When percentage grades and letter grades are recorded on the official transcript, the letter grade is the grade used as your final grade and recorded on your academic record. The letter grade you receive at the other institution is the letter grade recorded on your Dalhousie record, we do not convert letter grades on a different grading scale (e.g. 4.0 grading scale) to the Dalhousie 4.30 grading scale.

For courses that the other institution identifies on the transcript as being passed through Challenge for Credit, it will not be accepted by Dalhousie and you will not receive credit for the course.

For courses taken at institutions outside of Canada, grades of P (pass) and F (fail), as appropriate, will be recorded on your Dalhousie record.

### Didn't register for an approved course?

Email [LOP@dal.ca](mailto:LOP@dal.ca) before the add/drop date of the term to have the course removed from your Dal record. After the deadline, please have the other institution notify the Registrar's Office at Dalhousie that you did not register for the course.

### How to Contact Us

You can book an appointment with an advisor at <https://appointments.studentservices.dal.ca/eSARS/registrars/eSARSLDAP.aspx> (use NET ID and password to log in) or calling 1 (902) 494-2450.

Alternatively, you can contact us by email at [LOP@dal.ca](mailto:LOP@dal.ca) or [transfercredits@dal.ca](mailto:transfercredits@dal.ca)



# Tests And Examinations

Here you'll find information about the University's approach to exam scheduling for the 2024/2025 academic year.

## 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.

## Exams

### Official Examination Periods

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 2024/2025 academic year, the formal exam periods are as follows:

- December 6-17, 2024 (exam schedule posted by October 1, 2024)
- April 9-26, 2025 (exam schedule posted by February 1, 2025)

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.**

### The Formal Exam Experience

For exams that appear on the university's [formal examination schedule](#), procedures are followed to ensure that all exams are conducted in a fair and equitable manner for students and maintain the academic standards of the university. We want your exam experience to be successful and as stress-free as possible. This section will help you to become familiar with these procedures, so you are well prepared for exam day.

If you have concerns about your ability to follow these procedures as they are laid out, you are encouraged to read the [Student Accommodation Policy](#) and seek an accommodation, if necessary. [The Student Accessibility Centre](#) (Halifax Campus) and [Student Success Centre](#) (Agricultural Campus) are able to work with you on any accommodations you may need based on disability, religious obligation, or an experienced barrier related to any other characteristic protected under Canadian Human Rights legislation.

Personal coaching and workshops are available to help students with study skills. Check out the [Studying for Success Program](#), offered through the Bissett Student Success Centre on the Halifax Campus and the Student Success Centre on the Truro Campus.

For the 2024/2025 academic year, there will be a mix of online and in-person exams. These will be clearly labelled in the formal examination schedule, and your course instructors will provide you with all the details you'll need regarding your exams.

## **In Person Exams**

### **Exam Seating and Permitted Materials**

When you enter the exam room, certain seats will be set aside for each exam being written in that location. Signage will be posted, and exam invigilators will also be announcing which rows are reserved for the exams. Please ensure you are seated in the correct location for your exam.

Backpacks and knapsacks are to be left outside the examination area. Please do not bring valuables with you to your exams, as there is no secure place to store these items. Jackets can be placed on your chair back. Cell phones and electronic devices are to be turned off and placed under the student's chair. **You need to bring your Dalhousie Student ID card to your exams and place it on the top right-hand corner of your desk.**

With the exception of religious head coverings, hats and hoods are not permitted to be worn during exams. If you wear a hat or hood into your exam, you will be asked by an invigilator to remove it for the duration of the exam.

Only the materials permitted by your instructor may be used during your exam. Please contact your course instructor if you are unclear on what you may use.

### **Conduct During Exams**

You are expected to arrive to your exams on time. **If you are more than thirty minutes late, you will not be permitted to enter the examination area.**

Once you have entered the examination area, talking is not permitted. Please do not open your exam until you have been instructed to do so. If you are found to be talking or starting your exam early, you may be asked to leave the exam.

Students are not permitted to leave the exam within the first thirty minutes, or the last fifteen minutes. If you need to use the washroom, raise your hand, and you will be accompanied to the washroom by an invigilator.

If an invigilator suspects you of cheating or using unauthorized materials during an exam, the invigilator will take your exam booklet away, and a report will be made to your Faculty Academic Integrity Office regarding the situation. You will be issued a new booklet and permitted to continue writing the exam. Please remember that cheating is a serious academic offence and can have disciplinary implications.

If there is an emergency during an exam, such as a fire alarm, an announcement will be made giving you instructions on what to do. Please follow these instructions carefully.

### **Online Exams**

Some final exams will also be online. Two types of online exams will 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 9 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 within a specified period of time. For example, a 2-hour exam might be available at 8:30am Atlantic Standard Time on December 9th until 8:30am Atlantic Standard Time on December 10th. You will decide when during that period of time to write the exam.

Exams will be scheduled in Atlantic Standard Time in one of four daily time-blocks:

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

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. *You may have more than two exams scheduled during the range of the exam; however, you will not have more than two exams scheduled on the day the fixed range is 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 will accommodate any conflicts between these exams and the exams scheduled by the Registrar's Office.

### Exam Tips

- Personal coaching and workshops are available to help students with study skills.
- A Dalhousie student ID card is required to write an exam.
- Bring any necessary writing utensils (i.e. pencils, pens, eraser, sharpener) to your exam.
- Check the online exam schedule 24 hours before your exam to confirm your location.
- The examination room is open 30 minutes before the scheduled start time of an exam.
- Articles such as books, papers, etc. are not permitted in the exam room unless provision has been made by the examiner for reference books and materials to be allowed.
- All electronic computing, data storage and communication devices must be turned off and placed under your chair. Calculators may be used at the discretion of the instructor. Please do not leave cell phones or any device with an alarm in any other location in the exam room.
- Personal items (i.e. backpacks, laptops, etc.) are not permitted in the examination room, as there is no secure area for these items.
- Contact the Dean's/Director's office of your faculty/school/college for assistance if you are scheduled for more than two exams on the same day.

### Requests for an Alternate Final Examination Time

If you are ill (medical certificate required) or have extenuating circumstances (outside of your control) which require you to request an alternate time for a final examination, your request will be considered and granted only in exceptional circumstances. Elective arrangements (such as travel plans) are not considered acceptable grounds for granting an alternative examination time.

The decision whether to grant your request for an alternative 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. The request must be made before the official examination period begins and requests will not be considered after the date of your exam.

On occasion, the University may be required to make changes to the examination schedule. If Senate approves an exceptional examination arrangement, a special effort will be made to address any challenges these changes may present for you.

### **Religious Holidays and the Examination Schedule**

The University acknowledges that, due to the pluralistic nature of the University community, some of you may, on religious grounds, require alternative times to write examinations and tests. If so, you should contact the Student Accessibility Centre (Halifax Campus) or Student Success Centre (Agricultural Campus).

## **Policy in the Event that a Formal Examination Cannot be Completed at the Regularly Scheduled Time**

If, in the unusual event that a formal exam must be postponed or abandoned at short notice, the following policies will apply:

1. If more than 50% 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 50% 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 course are treated fairly and equitably and according to the evaluative criteria in the course description given to students at the beginning of the term. If an examination is terminated as under point #1, any student who feels disadvantaged by not having been able to write an examination for the length specified in the course 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 the course professor.
4. If a formal examination cannot be written at its scheduled time, it is the responsibility of students to check the Exams Website for 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 assignments to be submitted in both written and electronic (computer- readable) form, e.g. a text file or as an email attachment, as defined by the instructor. Use of third-party originality checking software does not preclude instructor use of alternate means to identify lapses in originality and attribution. The results of such assessment may be used as evidence in any disciplinary action taken by the Senate.

If an instructor plans to use originality-checking software in a course, students will be informed in the course syllabus 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 syllabus in the initial course meeting.

Students will also be informed in the course syllabus that they are free, without penalty of grade, to choose an alternative method of attesting to the authenticity of their work. Students must inform instructors no later than two weeks after the commencement of courses of their intent to choose an alternate method. Instructors will then provide students with at least two possible alternatives that are not unduly onerous and that are appropriate for the type of written work. Alternatives should be chosen from the following:

- Submitting copies of multiple drafts, demonstrating development of the work;
- Submitting an annotated bibliography;
- Submitting photocopies of sources; and
- Other alternatives devised by the instructor, provided that they are not unduly onerous.





# Convocation and Beyond

Convocation is the culmination of your academic journey,  
and the Registrar's Office is here to support you every  
step of the way.

## Applying to Graduate

When you are ready to graduate with your degree, diploma, or certificate, you can apply via Dal Online through **Web for Students -> Student -> Student Records -> Apply to Graduate**. Please note, when you apply, the first page of the application will show the last term in which you have had grades.

You must apply to Graduate in order to be considered by Senate for awarding of your degree and to be included in the Convocation ceremonies.

### **This is not an automatic process.**

The deadlines for applying to graduate are posted on the important dates section of the website. Applying before the deadline is free but if you apply after the deadline there is a **\$50** late fee.

Graduation eligibility assessed by your host faculty, with the exception of Faculty of Arts and Social Sciences, Faculty of Science, and Faculty of Agriculture. In those Instances, the Office of the Registrar assesses and confirms eligibility to graduate. Eligibility is after the deadline to apply has passed, and again after final grades are received for each term.

## Name Changes

Your degree parchment, certificate, or diploma will be printed in your full legal name as stored on our student information system. Because your parchment is a legal document, we can't produce this using shortened or preferred names; the name must match government-issued ID.

If you need to change the name stored on Banner before you graduate, you should email a copy of your government-issued ID, along with your Banner ID, to registrar@dal.ca.

Once your parchment, certificate or diploma has been printed, we wouldn't typically re-print this if your name changes. Therefore, it's important that any name changes are dealt with before you graduate.

In certain circumstances, for example where a name change request relates to a human rights issue such as gender affirmation or transition, we can re-print a parchment once you provide proof of legal name change. We can also consider other extenuating circumstances which would warrant a re-print. Requests can be sent confidentially to convocation@dal.ca.

## Parchments

Your parchment is a scroll of paper embossed with the name, crest and seal of Dalhousie University and signed by the Dean of your Faculty, the Chair of Senate and the President. This legal document includes your name, the date, your degree and any defining characteristics (i.e. program, field of study) where applicable.

If you are attending convocation, parchments will be available for pick-up the day before your convocation ceremony. If you are unable to attend, you may opt in the application to graduate to either have your parchment mailed or held for pick-up at the Registrar's Office. Changes to your application to graduate must be requested by emailing convocation@dal.ca.

It's important that you keep your mailing address up to date through Dal Online, to prevent your parchment being sent to the wrong address. It is your responsibility to make sure that we have accurate mailing information.

## **Graduating with Distinction**

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.

## **Graduating with Sexton Distinction**

Students who are in the Faculties of Architecture and Planning, Computer Science, and Engineering who have a cumulative GPA of at least 3.85 will graduate with sexton distinction and their transcript will have the notation “Sexton Distinction” on it.

## **Graduating with First Class Honours**

Honours students are instead considered for First Class Honours with their Honours GPA, calculated on your Degree Audit, at least 3.70 and an Honours Qualify Exam result of Pass or A- or higher.

## **Convocation Ceremonies**

Dalhousie University holds two Convocation seasons each year (Spring and Fall) to award degrees and diplomas to its graduating students. The planning for these University events is the responsibility of the Registrar’s Office.

The schedule of Convocation dates is posted online within one month following the deadline to apply to graduate. Visit the [Convocation Website](#) for information about ceremony dates, guest invitations, academic dress rental, and more.

## **Convocation Vision**

Convocation is a capstone celebration of a student’s accomplishments, marks the transition from student to alumni, and instills a sense of pride in themselves as well as the university.

## **Convocation Mission**

To celebrate the academic accomplishments and achievements of graduates with their families and friends and, in doing so, provide them with a meaningful and memorable connection with Dalhousie.

## **Convocation Guiding Principles and Values**

The tone and format of Convocation are guided by the following principles, balanced against operational feasibility:

- Offering a sense of occasion; a worthwhile event for graduates.
- Celebratory and inspiring.
- Warm and personal.
- Inclusive and accessible.
- On par with, or exceeding the experience at peer institutions.
- Embracing Dalhousie’s evolving traditions and values.



# Further Resources

Dalhousie Student Affairs helps support students' academic and career preparation, health and wellness, personal and social development, and with their enrolment and registrarial support needs. Use this resource directory to learn about the supports that are available to you.

## 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](mailto:career.services@dal.ca)  
(902) 494-3537
- Truro  
[careerac@dal.ca](mailto:careerac@dal.ca)  
(902) 893-6672

### Libraries

#### Study Skills & Tutoring

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

#### Registrar's Office

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

### Writing Centre

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

## Housing

### Residence

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

### Off-Campus Living

#### On Campus Employment

- MyCareer

## Community Connections

### Campus Communities

#### Black Student Advising Centre

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

#### LGBTQ2SIA+ Collaborative

### Indigenous Student Centre

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

#### Multifaith Services (Halifax)

- [multifaith@dal.ca](mailto:multifaith@dal.ca)  
(902) 494-2287

### International Centre

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

#### South House Sexual & Gender Resource Centre (Halifax)

- [outreach@southhousehalifax.ca](mailto:outreach@southhousehalifax.ca)  
(902) 494-2432

## Food & Retail

### Bookstore

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

### DalCard

#### DSU Food Bank (Halifax)

- (902) 494-1106

#### DSU Market (Halifax)

### Food Services

- Halifax
- Truro

#### Loaded Ladle (Halifax)

- [info@loadedladle.com](mailto:info@loadedladle.com)  
(902) 494-6662

## 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

## Additional Supports

### Student Conduct Office

- (902) 494-4140

#### Ombudsperson

- (902) 494-2665

### 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)

### 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



