

REQUEST FOR CREDIT EVALUATION

Student Number	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	Program Number	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
Last Name:		First Name:	
Telephone Number:		Email Address:	

**Please read thoroughly before filling out your request(s).
All requests must include the proper documentation (see Step 2) and a clearly filled out request form.**

- Step 1:** Determine whether the course(s) that you followed at a post-secondary institution other than a Cegep, can replace a course in your program. Consult the course list and course descriptions of your program either on the [Dawson College website](#) at or through the Timetable and Registration Guide located in your My Dawson account.
- Step 2:** Ensure you have the proper documentation:
- If not on file, an official (copy) of your transcript
 - A comprehensive course description for each course that you are requesting to be evaluated
 - A completed copy of this request form
- Step 3:** Complete the reverse side of this form and list the course(s) that you wish to have evaluated for transfer credit(s).
- Step 4:** Bring your completed form, documentation, and payment to the Registrar’s Office (Monday – Friday 8:30am – 4:30pm), currently located in room 2D.6. **Please note that we only accept debit or credit card.**

<p>I hereby give permission to the Admissions Dept to officially drop me from any courses that I am currently registered for, should I receive a credit equivalency for said course(s).</p>						
Student’s Signature _____				Date _____		
OFFICE USE	Payment Max \$50.00				Payment Received By:	

STUDENT NAME: _____
STUDENT NUMBER: _____
PROGRAM: _____

FOR COLLEGE USE

Attached you will find the necessary documents required for a course evaluation. Once completed, please return your decision to my attention at the Admissions Office.

List the course(s) you have successfully completed that you wish to have evaluated for equivalencies for your program.

Credit Request Decision

ENGLISH (No ESL Courses)	Course Number & Title	Educational Institution	Year Taken	# hrs
1.				
2.				
3.				
4.				
HUMANITIES (General Topics)	Course Number & Title	Educational Institution	Year Taken	# hrs
1. Knowledge				
2. World Views				
3. Ethical Issues				
FRENCH	Course Number & Title	Educational Institution	Year Taken	# hrs
1.				
2.*				
PHYSICAL ED.	Course Number & Title	Educational Institution	Year Taken	# hrs
1.				
2.				
3.				
COMPLEMENTARY	Course Number & Title	Educational Institution	Year Taken	# hrs
1.				
2.				
CONCENTRATION	Course Number & Title	Educational Institution	Year Taken	# hrs

Course/Number	Chairperson's Signature	Date	EQ Upd
Course/Number	Chairperson's Signature	Date	EQ Upd
Course/Number	Chairperson's Signature	Date	EQ Upd
Course/Number	Chairperson's Signature	Date	EQ Upd
Course/Number	Chairperson's Signature	Date	EQ Upd

* The Block B French course is a program specific course and as such, we ask that you leave it blank and the French Dept will determine if a student who has applied for the first French course equivalency should also apply for the Block B. Eligible students will be contacted if further information is required.