

Request for Credit Equivalency

Last Name _____
First Name _____
Email _____

Student Number _____
Program _____
Telephone number _____

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. Payment will be required before the request can be processed (see Step 4)

Step 1

Determine whether the course(s) that you successfully completed at a post-secondary institution *other* than a Cegep, can replace a course in your program. Please consult the [Credit Equivalency \(https://www.dawsoncollege.qc.ca/admissions/advanced-standing/\)](https://www.dawsoncollege.qc.ca/admissions/advanced-standing/) page for links to course lists and descriptions

Step 2

Ensure you have the proper documentation:

- An official (copy) of your transcript, if not already provided with your admission application
- A comprehensive course description for each course that you are requesting to be evaluated
- A completed copy of this request form (both pages 1 and 2)

Step 3

Complete page 2 of this form by listing the course(s) that you have taken at another post-secondary institution(s) that you wish to have evaluated for transfer credit(s).

Step 4

Please send this form and required documents outlined in Step 2 to admissions@dawsoncollege.qc.ca. You will be invoiced once we receive your request and you will be notified by email. Payment **must** be made through your [My Dawson Portal \(https://dawsoncollege.omnivox.ca/Login\)](https://dawsoncollege.omnivox.ca/Login) under *My Omnivox Services/Payment Center*

I, _____ on _____ understand and agree:
Full Name Date

that by submitting this request I will be charged 10\$ for each of my courses I have included with this form.

that if I have not included the required course outline and completed the form, my request will not be processed and I will have to resubmit by request.

that the Admissions Dept can officially drop me from any course(s) that I am currently registered for, should I receive a credit equivalency.

Name _____

Student Number _____

Program _____

List the course(s) that **you have successfully completed** and are asking Dawson College to evaluate to determine **if** you will be granted a credit equivalency. There is a non-refundable fee of \$10.00 for each course that you are requesting an evaluation for, up to a maximum of \$50.00. You can request that more than 5 courses be evaluated.

English*	Course # and Name of Course Taken	Institution	Year	# of Hours
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101 College English	_____	_____	_____	_____
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102 Literary Genres	_____	_____	_____	_____
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103 Literary Themes	_____	_____	_____	_____
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BXE Applied Themes	_____	_____	_____	_____
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*ESL courses are not eligible

Humanities	Course # and Name of Course Taken	Institution	Year	# of Hours
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101 Knowledge	_____	_____	_____	_____
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102 World Views	_____	_____	_____	_____
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BXH Applied Ethics	_____	_____	_____	_____
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Phys. Ed	Course # and Name of Course Taken	Institution	Year	# of Hours
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101 Activity & Health	_____	_____	_____	_____
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102 Activity & Effectiveness	_____	_____	_____	_____
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103 Activity & Autonomy	<i>EQs for 103 are currently not granted</i>	_____	_____	_____
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French	Course # and Name of Course Taken	Institution	Year	# of Hours
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Bloc A (100-level French course)	_____	_____	_____	_____
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Bloc B	<i>Bloc B eqs are rare and eligible students will be determined by the French Dept after a Bloc A request.</i>	_____	_____	_____
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Complementary	Course # and Name of Course Taken	Institution	Year	# of Hours
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1. _____	_____	_____	_____	_____
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2. _____	_____	_____	_____	_____
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Concentration	Course # and Name of Course Taken	Institution	Year	# of Hours
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1. _____	_____	_____	_____	_____
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2. _____	_____	_____	_____	_____
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3. _____	_____	_____	_____	_____
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