



Please complete this form and return it and all accompanying documentation to the UCIL Office (ucil@sfu.ca) for review. Allow three weeks for processing. You will be contacted by email once your package is reviewed. Incomplete applications will not be reviewed and will be returned to the student. For more information on transfer courses and WQB, please refer to: http://www.sfu.ca/ugcr/for_advisors/wqb_transfer_credit.html

Note: this form is NOT for requesting transfer credit that differs from the transfer credit already assigned by SFU. Students wishing a reevaluation of transfer credit already assigned should contact the Undergraduate Admissions Team.

Transfer courses from another institution that have not been automatically designated W, Q or B may be eligible for review for these designations in the following circumstances:

- Courses to be reviewed for **Q** or **B** designations must transfer to SFU as **unassigned credit** (e.g. HIST 1XX or GE 1XX). Courses that transfer as assigned credit (e.g. POL 241) receive the designation already attached to the SFU course, if applicable. If the assigned SFU course is not designated Q or B, then the transferring course is not eligible for review. For example, a course transferring to SFU CHEM 122-Q would not be eligible for B-Sci because CHEM 122-Q is not designated B-Sci at SFU.
- Courses to be reviewed for **W** designation must transfer from universities or non-BC colleges (BC colleges have already been assessed for W-transferable courses), and may transfer as assigned or unassigned credit. **W designation will only be considered for courses taken from September 2004 onward, for pedagogical reasons.**

Q and B designations are based on course content. For Q or B designation review, please provide a **full course syllabus**, including information on content, textbooks, grading and learning outcomes.

W designation is based on pedagogy (how writing is taught within a course, not just whether there is writing in a course). For W designation review, please provide a **full course syllabus**, plus evidence that **revision and feedback** are part of the writing assignments. Students must also provide an instructor or department contact with whom course pedagogy can be discussed.

Date _____ SFU email _____@sfu.ca

Name _____ SFU student number _____

Former Institution _____

Former institution course _____ Transfer assigned by SFU _____

Designation sought (check all that apply):

B-Hum B-Soc B-Sci Q W

University Curriculum Office evaluation

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1996 C.468 S.27[4a]). This information is needed, and will be used, to update the student's record. If you have any questions about the collection and use of this information, contact the Associate Registrar, Information, Records and Registration, 778.782.3296.